

**BUSINESS STUDIES (Code No. 054)**  
**CLASS-XI (2017-18)**

One Paper

100 Marks  
3 Hours

Units		Periods	Marks
<b>Part A</b>	<b>Foundations of Business</b>		
1	Nature and Purpose of Business	22	20
2	Forms of Business Organisations	26	
3	Public, Private and Global Enterprises	22	18
4	Business Services	22	
5	Emerging Modes of Business	12	12
6	Social Responsibility of Business and Business Ethics	16	
		<b>120</b>	<b>50</b>
<b>Part B</b>	<b>Finance and Trade</b>		
7	Sources of Business Finance	30	20
8	Small Business	16	
9	Internal Trade	30	20
10	International Business	14	
11	Project Work	30	10
		<b>120</b>	<b>50</b>

**Part A: Foundation of Business**

**120 Periods**

Concept includes meaning and features

**Unit 1: Nature and Purpose of Business**

**22 Periods**

Business -Concept ● Concept includes meaning and features	After going through this unit, the student/ learner would be able to: ● Understand the concept of business with special reference to economic and non economic activities. ● Discuss the characteristics of business.
Business, profession and employment-Concept	● Understand the concept of business, profession and employment. ● Differentiate between business, profession and employment.
Objectives of business	● Appreciate the economic and social objectives of business. ● Examine the role of profit in business.
Classification of business activities - Industry and Commerce	● Understand the broad categories of business activities- industry and commerce.

Industry-types: primary, secondary, tertiary-Meaning and subgroups	<ul style="list-style-type: none"> <li>Describe the various types of industries.</li> </ul>
Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) - meaning	<ul style="list-style-type: none"> <li>Discuss the meaning of commerce, trade and auxiliaries to trade.</li> <li>Discuss the meaning of different types of trade and auxiliaries to trade.</li> <li>Examine the role of commerce- trade and auxiliaries to trade.</li> </ul>
Business risk-Concept	<ul style="list-style-type: none"> <li>Understand the concept of risk as a special characteristic of business.</li> <li>Examine the nature and causes of business risks.</li> </ul>

## Unit 2: Forms of Business organizations

26 Periods

Sole Proprietorship-Concept, merits and limitations.	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>List the different forms of business organisations and understand their meaning.</li> <li>Identify and explain the concept, merits and limitations of Sole Proprietorship.</li> </ul>
Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners	<ul style="list-style-type: none"> <li>Identify and explain the concept, merits and limitations of a Partnership firm.</li> <li>Understand the types of partnership on the basis of duration and on the basis of liability.</li> <li>Define limited liability partnership.</li> <li>State the need for registration of a partnership firm.</li> <li>Discuss types of partners -active, sleeping, secret, nominal and partner by estoppel.</li> </ul>
Hindu Undivided Family Business: Concept	<ul style="list-style-type: none"> <li>Understand the concept of Hindu Undivided Family Business.</li> </ul>
Cooperative Societies-Concept, types, merits, and limitations.	<ul style="list-style-type: none"> <li>Identify and explain the concept, merits and limitations of Cooperative Societies.</li> <li>Understand the concept of consumers, producers, marketing, farmers, credit and housing co-operatives.</li> </ul>
Company-Concept, merits and limitations; Types: Private and Public-Concept	<ul style="list-style-type: none"> <li>Identify and explain the concept, merits and limitations of private and public companies.</li> <li>Understand the maning of one person comany.</li> <li>Distinguish between a private company and a public company.</li> </ul>
Formation of company-stages, important documents to be used in formation of a company	<ul style="list-style-type: none"> <li>Highlight the stages in the formation of a company.</li> <li>Discuss the important documents used in the various stages in the formation of a company.</li> </ul>

Choice of form of business organization	<ul style="list-style-type: none"> <li>● Distinguish between the various forms of business organisations.</li> <li>● Explain the factors that influence the choice of a suitable form of business organisation.</li> </ul>
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### Unit 3: Public, Private and Global Enterprises

22 Periods

Public sector and private sector enterprises - concept	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Develop an understanding of Public sector and private sector enterprises</li> </ul>
Forms of public sector enterprises: Departmental Undertakings, Statutory Corporations and Government Company.	<ul style="list-style-type: none"> <li>● Identify and explain the features, merits and limitations of different forms of public sector enterprises</li> </ul>
Changing role of public sector enterprises	<ul style="list-style-type: none"> <li>● Discuss the change in the role of public sector in an economy.</li> </ul>
Global enterprises, Joint ventures, Public private partnership - concept	<ul style="list-style-type: none"> <li>● Develop an understanding of global enterprises, joint ventures and public private partnership by studying their meaning and features.</li> </ul>

### Unit 4: Business Services

22 Periods

<p>Business services and its types - Meaning.</p> <p>Banking: Types of bank accounts- savings, current, recurring, fixed deposit and multiple option deposit account.</p>	<ul style="list-style-type: none"> <li>● Understand the meaning of business services.</li> <li>● Discuss the meaning of types of Business service Banking, insurance, communication services, transportation, warehousing.</li> <li>● Develop an understanding of difference types of bank account.</li> </ul>
Banking services with particular reference to Bank Draft, Banker's Cheque, Real Time Gross Settlement, National Electronic Funds Transfer, Bank Overdraft, Cash credit and e-banking meaning	<ul style="list-style-type: none"> <li>● Develop and understanding of the difference services provided by banks-Bank Draft, Banker's Cheque, Real Time Gross Settlement, National electronic Funds Transfer, Bank Overdraft, Cash credit and e-banking meaning.</li> </ul>
Insurance-: Principles, Types -life, health, fire and marine insurance -concept	<ul style="list-style-type: none"> <li>● Recall the concept of insurance</li> <li>● Understand Utmost Good Faith, Insurable Interest, Indemnity, Contribution, Doctrine of Subrogation and Causa Proxima as principles of insurance</li> <li>● Discuss the meaning of different types of insurance-life, health, fire, marine insurance.</li> </ul>
<p>Postal Service-Mail, Registered Post, Parcel, Speed Post, Courier-meaning.</p> <p>Telecom Services-Cellular Mobile services, Radio Paging services, Fixed line services, Castle services, VSAT services, DTH services—meaning.</p>	<ul style="list-style-type: none"> <li>● Understand the utility of different postal and telecom services <ul style="list-style-type: none"> <li>a) Postal services</li> <li>a) Telecom services</li> </ul> </li> </ul>

**Unit 5: Emerging Modes of Business****12 Periods**

E-business-scope and benefits, resources required for successful e-business implementation, online transaction, payment mechanism, security and safety of business transactions	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Give the meaning of e-business.</li> <li>● Discuss the scope of e-business.</li> <li>● Appreciate the benefits of e-business</li> <li>● Distinguish e-business from traditional business.</li> <li>● Explain the process of online buying and selling as a part of e-business.</li> <li>● Examine the major security concerns of electronic mode of doing business.</li> <li>● Understand the methods of secure and safe business transactions.</li> <li>● Identify the resources required for implementation of a successful e-business.</li> </ul>
Outsourcing-Concept: Business Process Outsourcing (BPO) and Knowledge Process Outsourcing (KPO)-Concept, need and scope	<ul style="list-style-type: none"> <li>● Understand the concept of outsourcing.</li> <li>● Examine the scope of outsourcing, appreciate the need of outsourcing.</li> <li>● Discuss the meaning of Business Process Outsourcing and Knowledge Process Outsourcing</li> </ul>
Smart cards and ATM's meaning and utility	<ul style="list-style-type: none"> <li>● State the meaning of Smart cards and ATM's.</li> <li>● Appreciate the utility of Smart cards and ATM's.</li> </ul>

**Unit 6: Social Responsibility of Business and Business Ethics****16 Periods**

Concept of social responsibility	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● State the concept of social responsibility.</li> </ul>
Case of social responsibility	<ul style="list-style-type: none"> <li>● Examine the case for social responsibility.</li> </ul>
Responsibility towards owners, investors, consumers, employees, government and community.	<ul style="list-style-type: none"> <li>● Identify the social responsibility towards different interest groups.</li> </ul>
Environment protection and business-Meaning and role	<ul style="list-style-type: none"> <li>● Appreciate the role of business in environment protection.</li> </ul>
Business Ethics-Concept and Elements	<ul style="list-style-type: none"> <li>● State the concept of business ethics.</li> <li>● Describe the elements of business ethics.</li> </ul>

**Part B: Finance and Trade**

120 Periods

Concept includes meaning and features

**Unit 7: Sources of Business Finance****30 Periods**

Concept of business finance	After going through this unit, the student/ learner would be able to: <ul style="list-style-type: none"> <li>● State the meaning, nature and importance of business finance.</li> </ul>
Owners' funds- equity shares, preferences share, Global Depository receipt (GDR), American Depository Receipt (ADR), International Depository Receipt (IDR) and retained earnings. Equity shares, preference shares, retained earnings- meaning, merits and limitations. Global Depository Receipts (GDR), American Depository Receipts (ADR), International Depository Receipts (IDR) - Meaning.	<ul style="list-style-type: none"> <li>● Classify the various sources of funds into owners' funds and borrowed funds.</li> <li>● State the meaning of owners' funds.</li> <li>● Explain the meaning, merits and limitations of equity shares, preference shares and retained earnings.</li> <li>● Understand the meaning of Global Depository receipts, American Depository Receipts and International Depository Receipts.</li> </ul>
Borrowed funds: debentures and bonds, loan from financial institution, loans from commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD).	<ul style="list-style-type: none"> <li>● State the meaning of borrowed funds.</li> <li>● Discuss the meaning, merits and limitations of debentures, bonds, loans from financial institutions, trade credit and inter corporate deposits.</li> <li>● Distinguish between owners' funds and borrowed funds.</li> </ul>

**Unit 8: Small Business****16 Periods**

Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)	After going through this unit, the student/ learner would be able to: <ul style="list-style-type: none"> <li>● Understand the meaning of small business</li> </ul>
Role of small business in India with special reference to rural areas	<ul style="list-style-type: none"> <li>● Discuss the role of small business in India</li> </ul>
Government schemes and agencies for small scale industries: National Small Industries Corporation (NSIC) and District Industrial Centre (DIC) with special reference to rural, backward areas	<ul style="list-style-type: none"> <li>● Appreciate the various Government schemes and agencies for development of small scale industries. NSIC and DIC with special reference to rural, backward area.</li> </ul>

**Unit 9: Internal Trade****30 Periods**

Internal trade - meaning and types services rendered by a wholesaler and a retailer	After going through this unit, the student/ learner would be able to: <ul style="list-style-type: none"> <li>● State the meaning and types of internal trade.</li> <li>● Appreciate the services of wholesalers and retailers.</li> </ul>
Types of retail-trade-Itinerant and small scale fixed shops retailers	<ul style="list-style-type: none"> <li>● Explain the different types of retail trade.</li> </ul>

Large scale retailers-Departmental stores, chain stores, mail order business - concept	<ul style="list-style-type: none"> <li>● Highlight the distinctive features of departmental stores, chain stores and mail order business.</li> </ul>
Concept of automatic vending machine	<ul style="list-style-type: none"> <li>● State the concept of automatic vending machine.</li> </ul>
Chambers of Commerce and Industry: Basic functions	<ul style="list-style-type: none"> <li>● Discuss the role of Chambers of Commerce and Industry in the promotion of internal trade.</li> </ul>
Main documents used in internal trade: Performa invoice, invoice, debit note, credit note. Lorry receipt (LR) and Railways Receipt (RR).	<ul style="list-style-type: none"> <li>● Describe the main documents used in internal trade.</li> </ul>
Terms of Trade: Cash on Delivery (COD), Free on Board (FOB), Cost, Insurance and Freight (CIF), Errors and Omissions Excepted (E&OE).	<ul style="list-style-type: none"> <li>● Develop an understanding of the various terms used in internal trade.</li> </ul>

### Unit 10: International Trade

14 Periods

International trade - concept	<p>After going through this unit, the student/ learner would be able to:</p> <ul style="list-style-type: none"> <li>● Understand the concept of international trade.</li> <li>● Distinguish between internal trade and external trade.</li> </ul>
International trade: Advantages and disadvantages of international trade	<ul style="list-style-type: none"> <li>● Describe the scope of international trade to the nation and business firms.</li> <li>● Discuss the disadvantages of international trade.</li> </ul>
Export trade- Meaning, objectives and procedure of Export Trade	<ul style="list-style-type: none"> <li>● State the meaning and objectives of export trade.</li> <li>● Explain the important steps involved in executing export trade.</li> </ul>
Import Trade- Meaning, objectives, purpose and procedure	<ul style="list-style-type: none"> <li>● State the meaning and objectives of import trade.</li> <li>● Discuss the important steps involved in executing import trade.</li> </ul>
Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt(DA/DP), specimen of the documents, importance	<ul style="list-style-type: none"> <li>● Develop an understanding of the various documents used in international trade.</li> <li>● Identify the specimen of the various documents used in international trade.</li> <li>● Highlight the importance of the documents needed in connection with international trade transactions.</li> </ul>
World Trade Organization (WTO) meaning and objectives	<ul style="list-style-type: none"> <li>● State the meaning of World Trade Organization.</li> <li>● Discuss the objectives of World Trade Organization in promoting international trade.</li> </ul>

### Unit 11: Project Work

30 Periods

As per CBSE guidelines

**QUESTION PAPER DESIGN YEAR 2017-18**

BUSINESS STUDIES

Code No. 054

CLASS XI

Time: 3 hrs

Max. Marks - 90

S. No.	Typology of Questions	Learning Outcomes & Testing Skills	Very Short Answer (VSA) (1 Mark)	Short Answer -I (SA-I) (3 Marks)	Short Answer -II (SA-II) (4 Marks)	Long Answer (LA) (5 Marks)	Essay Type (6 Marks)	Total Marks	% Weightage
1	<b>Remembering-</b> (Knowledge based Simple recall questions, to know specific facts, terms, concepts, principles, or theories; Identify, define, or recite, information)	<ul style="list-style-type: none"> <li>● Reasoning</li> <li>● Analytical Skills</li> <li>● Critical Skills</li> </ul>	2	1	1	1	-	14	16%
2	<b>Understanding-</b> (Comprehension -to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)		2	2	1	-	1	18	20%
3	<b>Application-</b> (Use abstract information in concrete situation, to apply knowledge to new situations; Use given content to interpret a situation, provide an example, or solve a problem)		2	1	1	1	2	26	29%
4	<b>High Order Thinking Skills-</b> (Analysis & Synthesis- Classify, compare, contrast, or differentiate between different pieces of information; Organize and/or integrate unique pieces of information from a variety of sources)		2	1	1	1	1	20	22%
5	<b>Evaluation-</b> (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)		-	1	1 (Values based)	1	-	12	13%
	<b>TOTAL-1 project (10 Marks) 10</b>		<b>8×1=8</b>	<b>6×3= 18</b>	<b>5×4= 20</b>	<b>4×5= 20</b>	<b>4×6= 24</b>	<b>90(27) project (10)</b>	<b>100%</b>
	<b>Estimated Time (in minutes)</b>		<b>8 min</b>	<b>27 min</b>	<b>30 min</b>	<b>40 min</b>	<b>60 min</b>	<b>165 min+15 min for revision</b>	