



**INDIAN SCHOOL MUSCAT**  
**SENIOR SECTION**  
**DEPARTMENT OF COMMERCE AND HUMANITIES**  
**CLASS XI**  
**YEAR PLAN 2020-2021**

**Business Studies (Code: 054)**

UNIT No.	Unit	Marks
	<b>A Part: Foundations of Business</b>	<b>40</b>
1.	Nature and Purpose of Business	16
2.	Forms of Business Organisations	
3.	Private, Public & Global Enterprises	14
4.	Business Services	
5	Emerging Modes of Business	10
6	Social Responsibility of Business and Business Ethics	
	<b>PART B: Organization, Finance and Trade</b>	<b>40</b>
7	Sources of business finance	20
8	Small Business	
9	Internal Trade	20
10	International Business	
11	Project Work	<b>20</b>
	<b>TOTAL</b>	<b>100</b>

**Suggested Question Paper Design**  
**Business Studies (Code No. 054)**  
**Class XII (2020-21)**

**March 2021 Examination**

**Marks: 80**

**Duration: 3 hrs.**

SN	Typology of Questions	Marks	Percentage
1	<b>Remembering and Understanding:</b> Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers. Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas	44	55%
2	<b>Applying:</b> Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way	19	23.75%

3	<p><b>Analysing, Evaluating and Creating:</b> Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations. Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria. Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.</p>	17	21.25%
<b>Total</b>		<b>80</b>	<b>100%</b>

**Question Paper Design**  
**Business Studies (Code No. 054) Class XI (2020-21)**  
**February/March 2021 Examination**

**Marks: 80**

**Duration: 3hrs.**

SN	Typology of Questions	Objective Type/ MCQ 1 Mark	Short Answer I 3 Marks	Short Answer II 4 Marks	Long Answer I 5 Marks	Long Answer II 6 Marks	Marks
1	<b>Remembering:</b> Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	5	1	1	1	1	23
2	<b>Understanding:</b> Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas	5	2	1	-	1	21
3	<b>Applying:</b> Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	5	1	-	1	1	19
4	<p><b>Analysing and Evaluating:</b> Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations. Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.</p> <p><b>Creating:</b> Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.</p>	5	1	1	1	-	17
<b>Total</b>		<b>20x1=20</b>	<b>5x3=15</b>	<b>3x4=12</b>	<b>3x5=15</b>	<b>3x6=18</b>	<b>80 (34)</b>

There will be **Internal Choice** in questions of 3 marks (1 choice), 4 marks (1 choice), 5 marks (2 choices) and 6 marks (2 choices). In all, total 6 internal choices.

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**BUSINESS STUDIES (054)**  
**QUESTION WISE BREAK UP (for Term Examinations)**

**Time: 3 Hours**

**Max. Marks: 80**

SN	Type of Questions	Marks	No. of Questions	Total Marks
1	Objective Type/MCQ	1	20	20
2	Short Answer Type Questions – I	3	5	15
3	Short Answer Type Questions – II	4	3	12
4	Long Type Questions - I	5	3	15
5	Long Type Questions - II	6	3	18
			34 Questions	80 Marks

There will be Internal Choice in questions of 3 marks (1 choice), 4 marks (1 choice), 5 marks (2 choices) and 6 marks (2 choices). In all, total 6 internal choices.

**QUESTION WISE BREAK UP (for Periodic Assessments)**

Type of Question	Marks per question	Total No. of Questions	Total Marks
Objective type	1	1	1
Short Answer	3	3	9
Long Answer	5	2	10
Total		6 Questions	20

**MONTHLY BREAK UP OF SYLLABUS**  
**CLASS: XI**  
**BUSINESS STUDIES**

MONTH/ WEEK	TOPIC	SUB TOPIC
<b>APRIL</b> 8-16	Unit 1: Nature and Purpose of Business	<ul style="list-style-type: none"> <li>• Economic and non-economic activities, Business, profession and employment -Meaning and their distinctive features.</li> <li>• Concept and characteristics of business, Differences between business, profession and employment.</li> <li>• Objectives of business - Economic and social, role of profit in business</li> <li>• Classification of business activities: Industry and Commerce.</li> </ul>

19-23	Unit 2: Forms of Business Organisations	<ul style="list-style-type: none"> <li>• Industry- types: primary, secondary, tertiary.</li> <li>• Commerce- Trade and aids to trade</li> <li>• Business risks - Meaning, nature and causes.</li> <li>• Sole Proprietorship- meaning, features, merits and limitations. Partnership- Features, types, merits and limitations of partnership and partners, registration of a partnership firm, partnership deed. Type of partners.</li> </ul>
26-30	Unit 2: Forms of Business Organisations	<ul style="list-style-type: none"> <li>• Hindu Undivided Family Business: features.</li> <li>• Cooperative Societies- features, types, merits and limitations.</li> </ul>
<b>MAY</b> 3-7		<ul style="list-style-type: none"> <li>• Understand the meaning of One Person Company.</li> </ul>
10-14		<ul style="list-style-type: none"> <li>• Company: private and public company -features, merits and limitations.</li> </ul>
<b>JUNE</b> 31-June 4		<ul style="list-style-type: none"> <li>• Differences between private and public company</li> <li>• Differences between various forms of business organisations</li> </ul> <p style="text-align: center;"><b>FIRST ONLINE TEST</b> <b>TERM END BREAK</b></p>
7 –11	Formation of a company	<ul style="list-style-type: none"> <li>• Formation of a company- Stages</li> </ul>
14-18		<ul style="list-style-type: none"> <li>• Formation of a company- Stages</li> </ul>
21-25		<ul style="list-style-type: none"> <li>• Formation of a company- Important document (MOA, AOA, relevance of certificate of incorporation and certificate of commencement</li> </ul>
<b>July</b> 5-9		<ul style="list-style-type: none"> <li>• Formation of a company- Important document (MOA, AOA, relevance of certificate of incorporation and certificate of commencement</li> </ul>
12-16	Unit 3: Private, Public & Global Enterprises	<ul style="list-style-type: none"> <li>• Private sector and public sector enterprises.-Concept</li> <li>• Forms of public sector enterprises: features, merits and limitations of departmental undertakings.</li> </ul> <p style="text-align: center;"><b>SECOND ONLINE TEST</b></p>
19-23		<ul style="list-style-type: none"> <li>• Forms of public sector enterprises: features, merits and limitations of statutory corporation and Government Company.</li> </ul>
26-30	Unit 4: Business Services	<ul style="list-style-type: none"> <li>• Banking: Types of Bank Accounts: Savings, Current, Recurring, Fixed and Multiple Option Deposit Scheme</li> <li>Banking Services: bank draft, Bank overdraft, cash credit</li> </ul> <p style="text-align: center;"><b>EID HOLIDAYS</b></p>
<b>AUGUST</b> 3-6		<ul style="list-style-type: none"> <li>• E Banking: Meaning of e- banking, benefits and Ways of e-banking: ATM, Debit Card, Credit Card, internet banking</li> </ul>
9-13		<ul style="list-style-type: none"> <li>• RTGS (Real Time Gross Settlement) NEFT (National Electronic Funds Transfer).</li> </ul>
16-20		<b>HALF YEARLY EXAMINATION</b>
23-27		<ul style="list-style-type: none"> <li>• Insurance: principles</li> </ul>

<b>SEPTEMBER</b> 30- Sept. 4		<ul style="list-style-type: none"> <li>Types of life insurances</li> </ul>
6-10		<ul style="list-style-type: none"> <li>Health, fire and marine insurance.</li> <li>Differences between Life and other types of insurances</li> </ul>
13-17	Unit 5: Emerging Modes of Business	<ul style="list-style-type: none"> <li>E-business – Meaning, scope and benefits</li> <li>Differences between traditional and e-business</li> </ul>
20-24	Unit 6: Social Responsibility of Business and Business Ethics	<ul style="list-style-type: none"> <li>Concept of social responsibility</li> <li>Case for social responsibility</li> </ul>
27-October 1		<ul style="list-style-type: none"> <li>Responsibility towards owners, investors, consumers, employees, government and community</li> <li>Role of business in environmental protection</li> </ul>
<b>OCTOBER</b> 4-8	Unit 7: Sources of Business Finance	<p>Concept of business finance</p> <ul style="list-style-type: none"> <li>Owner's funds - equity shares, preference share, GDR, ADR, IDR and retained earnings.</li> </ul>
11-15		<ul style="list-style-type: none"> <li>Explain the meaning, merits and limitations of equity shares, preference shares and retained earnings</li> </ul>
18-22		<ul style="list-style-type: none"> <li>Explain the meaning, merits and limitations of preference shares and retained earnings</li> </ul>
25-29		<ul style="list-style-type: none"> <li>Borrowed funds: debentures and bonds, loan from financial institution, trade credit.</li> </ul>
<b>NOVEMBER</b> 1-5	Unit 8: Small Business	<ul style="list-style-type: none"> <li>Development (ED): Concept, Characteristics and Need Process Entrepreneurship Development: Start-up India Scheme</li> </ul>
8-12		<ul style="list-style-type: none"> <li>Ways to fund start-up. Intellectual Property Rights.</li> </ul>
15-19		<ul style="list-style-type: none"> <li>Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act).</li> </ul>
22-26		<ul style="list-style-type: none"> <li>Role of small business in India with special reference to rural areas. Government schemes and agencies for small scale industries: (National Small Industries Corporation) and DIC (District Industrial Center) with special reference to rural, backward and hilly areas.</li> <li>Project Work</li> </ul>
<b>DECEMBER</b> <b>2020</b>		<b>WINTER VACATION</b>
<b>JANUARY</b> 3-7	Unit 9: Internal Trade	<ul style="list-style-type: none"> <li>Internal Trade: Services rendered by a wholesaler and a retailer</li> </ul>
10-14		<ul style="list-style-type: none"> <li>Large scale retailers - Departmental stores,</li> </ul>
17-21		<ul style="list-style-type: none"> <li>Chain stores and differences between departmental stores and chain stores</li> </ul>
24-28	Unit 10: International Business	<ul style="list-style-type: none"> <li>Meaning, difference between internal trade and external trade: Meaning and benefits of international trade.</li> </ul>
<b>FEBRUARY</b> 31- Feb 4		<b>REVISION FOR FINAL TERM EXAMINATION</b>
7-18		<b>FINAL TERM EXAMINATION</b>