



INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF COMMERCE AND HUMANITIES
CLASS XI
BUSINESS STUDIES - 054
YEAR PLAN 2022-2023

SYLLABUS FOR THE YEAR – 2022-2023

Theory: 80 Marks

Project: 20 Marks

UNIT	TOPIC	MARKS
Part A: Foundations of Business		
1	Nature and Purpose of Business	16
2	Forms of Business Organisations	
3	Public, Private and Global Enterprises	14
4	Business Services	
5	Emerging Modes of Business	10
6	Social Responsibility of Business and Business Ethics	
Part B: Finance and Trade		
7	Sources of Business Finance	20
8	Small Business	
9	Internal Trade	20
10	International Business	
PART C: PROJECT WORK (as per CBSE guidelines)		20
TOTAL		100

MONTHLY BREAK UP OF SYLLABUS
CLASS- XI

Month	Unit/ Chapter	Sub- units
MAY, 2022	Nature and Purpose of Business	<u>Nature and Purpose of Business</u> ❖ Business – meaning and characteristics. Understand the meaning of business with special reference to economic and non-economic activities
JUNE, 2022	Nature and Purpose of Business	➤ Discuss the characteristics of business ❖ Business, profession and employment Concept ➤ Understand the meaning of business with special reference to economic and non-economic activities. Discuss the characteristics of business

SUMMER VACATION		
AUGUST, 2022	Nature and Purpose of Business	<ul style="list-style-type: none"> ❖ 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
	Nature and Purpose of Business	<ul style="list-style-type: none"> ❖ Industry-types: primary, secondary, tertiary Meaning and subgroups ➤ Describe the various types of industries ➤ Commerce-trade: (types-internal, external; wholesale and retail) and auxiliaries to trade; (banking, insurance, transportation, warehousing, communication, and advertising) – meaning
	Nature and Purpose of Business	<ul style="list-style-type: none"> ❖ Discuss the meaning of commerce, trade and auxiliaries to trade. ❖ Discuss the meaning of different types of trade and auxiliaries to trade. <p>Examine the role of commerce trade and auxiliaries to trade.</p>
	Nature and Purpose of Business	<ul style="list-style-type: none"> ❖ Business Risk-Concept ➤ Understand the concept of risk as a special characteristic of business. <p>Examine the nature and causes of business risks.</p>
SEPTEMBER, 2022	Forms of Business organizations	<p><u>Forms of Business organizations</u></p> <ul style="list-style-type: none"> ❖ Sole Proprietorship-Concept, merits and limitations. ➤ List the different forms of business organizations and understand their meaning. ➤ Identify and explain the concept, merits and limitations of Sole Proprietorship
	Forms of Business organizations	<ul style="list-style-type: none"> ❖ Partnership-Concept, types, merits and limitation of partnership, registration of a partnership firm, partnership deed. Types of partners ➤ Identify and explain the concept, merits and limitations of a Partnership firm. ➤ Understand the types of partnership on the basis of duration and on the basis of liability. ➤ State the need for registration of a partnership firm. ➤ Discuss types of partners –active, sleeping, secret, nominal and partner by estoppel. <p style="text-align: center;">PERIODIC TEST – 1</p>
	Forms of Business organizations	<ul style="list-style-type: none"> ❖ Hindu Undivided Family Business: Concept ➤ Understand the concept of Hindu Undivided Family Business. ❖ Cooperative Societies-Concept, merits, and limitations. ➤ Identify and explain the concept, merits and limitations of Cooperative Societies. ➤ Understand the concept of consumers, producers, marketing, farmers, credit and housing cooperatives. ❖ Company - Concept, merits and limitations; Types: Private, Public and One Person Company – Concept

		<ul style="list-style-type: none"> ➤ Identify and explain the concept, merits and limitations of private and public companies. ➤ Understand the meaning of one-person company. ➤ Distinguish between a private company and a public company
	Forms of Business organizations	<ul style="list-style-type: none"> ❖ Formation of company - stages, important documents to be used in formation of a company ➤ Highlight the stages in the formation of a company. ➤ Discuss the important documents used in the various stages in the formation of a company. ❖ Choice of form of business organization ➤ Distinguish between the various forms of business organizations. ➤ Explain the factors that influence the choice of a suitable form of business organization
OCTOBER, 2022	Business services:	<ul style="list-style-type: none"> ❖ <u>Business services:</u> ➤ Understand the meaning and types of business services. ➤ Discuss the meaning and types of Business Service Banking ➤ Develop an understanding of difference types of bank account. ➤ Banking services with particular reference to Bank Draft, Bank Overdraft, Cash credit. E-Banking meaning, Types of digital Payments
	Business services	<ul style="list-style-type: none"> ❖ Insurance – Principles. Types – life, health, fire and marine insurance – concept. ➤ Recall the concept of insurance ➤ Understand Utmost Good Faith, Insurable Interest, Indemnity, Contribution, Doctrine of Subrogation and Causa Proxima as principles of insurance ➤ Discuss the meaning of different types of insurance-life, health, fire, marine insurance.
	Business services	<ul style="list-style-type: none"> ❖ Postal Service - Mail, Registered Post, Parcel, Speed Post, Courier – meaning Stock Exchange – Meaning, Functions and trading procedure ➤ Understand the utility of different telecom services.
	Emerging Modes of Business	<p><u>Emerging Modes of Business</u></p> <ul style="list-style-type: none"> ❖ E - business: concept, scope and benefits ➤ Give the meaning of e-business. ➤ Discuss the scope of e-business. ➤ Appreciate the benefits of e-business ➤ Distinguish e-business from traditional business.
	Social Responsibility of Business and Business Ethics Marketing	<p><u>Social Responsibility of Business and Business Ethics Marketing</u></p> <ul style="list-style-type: none"> ➤ State the concept of social Responsibility ➤ Examine the case for social responsibility. ➤ Responsibility towards owners, investors, consumers, employees, government and community. ➤ Role of business in environment protection ➤ Business Ethics - Concept and Elements
NOVEMBER, 2022	Sources of Business Finance	<p><u>Sources of Business Finance</u></p> <ul style="list-style-type: none"> ❖ Concept of business finance ➤ State the meaning, nature and importance of business finance ❖ Owners' funds- equity shares, preferences share, retained

		<p>earnings</p> <ul style="list-style-type: none"> ❖ Classify the various sources of funds into owners' funds. State the meaning of owners' funds
	Sources of Business Finance	<ul style="list-style-type: none"> ❖ Borrowed funds: debentures and bonds, loan from financial institution and commercial banks, public deposits, trade credit, Inter Corporate Deposits (ICD). State the meaning of borrowed funds.
	Sources of Business Finance	<ul style="list-style-type: none"> ➤ Discuss the concept of debentures, bonds, loans from financial institutions and commercial banks, Trade credit and inter corporate deposits. ➤ Distinguish between owners' funds and borrowed funds
DECEMBER, 2022		HALF YEARLY EXAMINATION
	Small Business and Enterprises	<p><u>Small Business and Enterprises</u></p> <ul style="list-style-type: none"> ❖ Entrepreneurship Development (ED): Concept, Characteristics and Need. Process of Entrepreneurship Development: Start-up India Scheme, ways to fund start-up. Intellectual Property Rights and Entrepreneurship. ❖ Small scale enterprise as defined by MSMED Act 2006 (Micro, Small and Medium Enterprise Development Act)
	Small Business and Enterprises	<ul style="list-style-type: none"> ❖ Role of small business in India with special reference to rural areas ❖ 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
JANUARY, 2023	Internal Trade	<p><u>Internal Trade</u></p> <ul style="list-style-type: none"> ❖ Internal trade - meaning and types services rendered by a wholesaler and a retailer ❖ Types of Retail-Trade-Itinerant and small scale fixed shops retailers ❖ Large scale Retailers-Departmental stores, chain stores – concept <p style="text-align: center;">PERIODIC TEST – 2</p>
	International Trade	<ul style="list-style-type: none"> ❖ GST (Goods and Services Tax): Concept and key-features <p><u>International Trade</u></p> <ul style="list-style-type: none"> ❖ International trade: concept and benefits ➤ Understand the concept of international trade. ➤ Describe the scope of international trade to the nation and business firms. ❖ Export trade – Meaning and procedure ➤ State the meaning and objectives of export trade.
	International Trade	<ul style="list-style-type: none"> ➤ Explain the important steps involved in executing export trade ❖ Import Trade - Meaning and procedure ➤ State the meaning and objectives of import trade. ➤ Discuss the important steps involved in executing import trade. ❖ Documents involved in International Trade; indent, letter of credit, shipping order, shipping bills, mate's receipt

		(DA/DP) ➤ Develop an understanding of the various documents used in international trade.
	International Trade	➤ Identify the specimen of the various documents used in international trade. ➤ Highlight the importance of the documents needed in connection with international trade transactions ❖ World Trade Organization (WTO) meaning and objectives ➤ State the meaning of World Trade Organization. Discuss the objectives of World Trade Organization in promoting international trade.
FEBRUARY, 2023	REVISION FINAL EXAMINATION	
MARCH, 2023	NEW ACADEMIC YEAR – CLASS – XII	

**SUGGESTED QUESTION PAPER DESIGN
BUSINESS STUDIES (Code no. 054)
QUESTION PAPER DESIGN
CLASS XI (2022-23)**

S.No.	Competencies	Total Marks	% Weightage
1.	Remembering: Exhibit memory of previously learned material by recalling facts, listing elements, terms and basic concepts Understanding: Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas	44	55%
2.	Applying: Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in different ways.	19	23.75%
3.	Analysing and Evaluating: Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations, integrated learning; Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria. Creating: Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions	17	21.25%
	TOTAL	80	100%