INDIAN SCHOOL MUSCAT
DEPARTMENT OF COMMERCE AND HUMANITIES
SYLABUS AND BLUE OF QUESTION PAPER
CLASS – XI (2019-2020)
FINAL ASSESSMENT
BUSINESS ADMINISTRATION (Code No. 833)
CLASS XI (2019-20)

Theory Paper: 70 Marks   Time Allowed: 3 Hours
Project/Practical Work: 30 Marks

Units	TOPIC/CHAPTER	Marks Distribution	Marks
Part A: Employability Skills			
Unit – 1	Communication Skills-III		
Unit – 2	Self-Management Skills-III		
Unit – 3	Information and Communication Technology Skills-III		10
Unit – 4	Entrepreneurial Skills-III		
Unit – 5	Green Skills-III		
	Total		**10**
Part B: Vocational Skills			
Unit – 1	Introduction to Business Operations	1+1+3+5	
Unit – 2	Business Environment	1+2+2	
Unit – 3	Products and Services	1+2+3	
Unit – 4	Types of Organization	1+2+3	
Unit – 5	Formation of Partnership Firm and Joint Stock Company	1+1+2+2+3+5	60
Unit – 6	Business Correspondence	1+3	
Unit – 7	Functional Areas of Management	1+3+5	
Unit – 8	Organisational Behaviour	1+2+3	
	Total		**60**
Part C: Practical Work			
1	Project	10	
2	Practical file/Portfolio/ Power Point presentation	10	
3	Demonstration of Skill competency via Lab Activities (viva Voce)	10	
	Total		**30**
	Total (Part A + Part B + Part C)		**100**

No. of questions	Marks	Total
10	01	10
07	02	14
07	03	21
03	05	15
27 questions		**Total Marks 60**

Part A: Employability Skills (10 Marks):
    (a)   There are 6 questions of 1 mark each. Answer any 4 questions (1 x 4 = 4 Marks).
    (b)   There are 5 questions of 2 marks each. Answer any 3 questions. (2 x 3 = 6 Marks).
Part B: Subject Skills (60 Marks):
    (a)   There are 12 questions of 1 mark each. Answer any 10 questions(1 x 10 = 10 Marks).
    (b)   There are 9 questions of 2 marks each. Answer any 7 questions (2 x 7 = 14 Marks).
    (c)   There are 9 questions of 3 marks each. Answer any 7 questions (3 x 7 = 21Marks).
    (d)   There are5 questions of 5 marks each. Answer any 3questions (5 x 3 = 15Marks).

CBSE – DEPARTMENT OF SKILL EDUCATION

BUSINESS ADMINISTRATION (SUBJECT CODE 833)

CLASS XII – SESSION 2019-2020

TIME: 3 HOURS   Max. Marks: 70

PLEASE NOTE THAT:

1. This Question Paper contains 46 (11+35) questions. A candidate needs to answer 34 (7+27) questions.

2. The Question paper is divided into two parts viz. Part A: Employability Skills of 10 marks and Part B: Subject Skills of 60 marks.

3. Part A: Employability Skills (10 Marks):
    a. There are 6 questions of 1 mark each. Answer any 4 questions (1 x 4 = 4 Marks).
    b. There are 5 questions of 2 marks each. Answer any 3 questions. (2 x 3 = 6 Marks).

4. Part B: Subject Skills (60 Marks):
    a. There are 12 questions of 1 mark each. Answer any 10 questions (1 x 10 = 10 Marks).
    b. There are 9 questions of 2 marks each. Answer any 7 questions (2 x 7 = 14 Marks).
    c. There are 9 questions of 3 marks each. Answer any 7 questions (3 x 7 = 21 Marks).
    d. There are 5 questions of 5 marks each. Answer any 3 questions (5 x 3 = 15 Marks).

5. This Question paper also has questions | of 5 marks weightage conforming to Higher Order Thinking Skills |HOTS| as per Blooms revised taxonomy of cognitive learning.

BLUEPRINT OF SAMPLE QUESTION PAPER

PART A: EMPLOYABILITY SKILLS (10 MARKS)

UNIT NO.	NAME OF THE UNIT	MCQ /FILL IN THE BLANKS/ DIRECT QUESTIONS	VERY SHORT ANSWER QUESTION	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	
I	COMMUNICATION SKILLS	1	1	2
II	SELF-MANAGEMENT SKILLS	2	1	3
III	INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS	1	1	2
IV	ENTREPRENEURIAL SKILLS	1	1	2
V	GREEN SKILLS	1	1	2
	TOTAL QUESTIONS	6	5	11
	NO. OF QUESTIONS TO BE ANSWERED	Any 4	Any 3	7
	TOTAL MARKS	1 x 4 = 4	2 x 3 = 6	10 MARKS

PART B: SUBJECT SKILL (60 MARKS)

UNIT NO.	NAME OF THE UNIT	MCQ / FILL IN THE BLANKS/ DIRECT QUESTIONS	VERY SHORT ANSWER QUESTION	SHORT ANSWER QUESTIONS	LONG/ ESSAY TYPE QUESTION	TOTAL QUESTIONS
		1 MARK EACH	2 MARKS EACH	3 MARKS EACH	5 MARKS EACH	
I	Introducing to Management	2	-	2	-	4
II	Concept of Management	2	2	1	2	7
III	Functions of Management	3	2	2	2	9
IV	Communication	1	-	-	1	2
V	Motivation	2	2	1	-	5
VI	Leadership	2	-	1	-	3
VII	Social Responsibility of Business	-	1	2	-	3
VIII	Information Technology & Business	-	2	-		2
TOTAL QUESTIONS		12	9	9	5	35
NO. OF QUESTIONS TO BE ANSWERED		Any 10	Any 7	Any 7	Any 3	27
TOTAL MARKS		1 x 10 = 10	2 x 7 = 14	3 x 7 = 21	5 x 3 = 15	60 MARKS