

Programme of Work for the Academic Year 2017-2018

I PUC

Business Studies

Month	Chapter	No. of Hours for chapter teaching	No. of Hours for Practical Oriented Questions (POQ)	Total Hours available	Marks allotted
June	Bridge Course	5		5	
	I-Nature & Purpose of business <ul style="list-style-type: none"> • Concept and characteristics of business. • Business, profession and employment – distinctive features. • Objectives of business – economic and social, role of profit in business. • Classification of business activities: Industry and Commerce. • Industry – types: primary, secondary, tertiary. 	10	2	5	7
July	I-Nature & Purpose of business Commerce: Trade and Auxiliaries. <ul style="list-style-type: none"> • Business risks – nature and causes. 			7	
	II- Forms of Business Organizations <ul style="list-style-type: none"> • Sole Proprietorship; Joint Hindu Family Business – meaning, features, merits and limitations. • Partnership – meaning, types, registration, merits, limitations, types of partners. • Cooperative Societies – types, merits and limitations. • Company: Private Ltd., Public Ltd – merits, limitations. • Choice of form of business organizations. • Starting a business – Basic factors. 	15	2	17	19
August	VII-Formation of a Company Stages in the formation of a company: <ul style="list-style-type: none"> • Promotion, • Incorporation, and • Commencement of business. 	6	2	8	7
	First Test				
	III-Private, Public and Global				

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	Enterprises Private Sector and Public Sector. <ul style="list-style-type: none"> • Forms of Organizing public sector enterprises: – Departmental Undertaking – Statutory Corporation – Government Company • Changing role of public sector. • Global Enterprises (Multinational Companies): meaning and features, • Joint ventures — meaning, benefits 	8	2	10	7
	IV-Business Services Nature and types of Business services — Banking, Insurance, Transportation, Warehousing, Communication. <ul style="list-style-type: none"> • Banking — types of Banks, Functions of Commercial banks, E-banking. 	14	2	6	15
September	IV-Business Services Insurance: principles, types: life, fire and marine. <ul style="list-style-type: none"> • Postal and Telecom services. • Warehousing: types and functions. 			10	
	V-Emerging Modes of Business <ul style="list-style-type: none"> • E-Business — Meaning, scope and benefits, Resources required for successful e-business implementation, On-line transactions, payment mechanism, security and safety of business transactions. • Outsourcing — concept, need and scope. 	7	1	8	7
Mid Term Examination					
October	VI- Social Responsibility of Business and Business Ethics <ul style="list-style-type: none"> • Concept of social responsibility; • Case for social responsibility; • Responsibility towards different interest groups: owners, investors, employees, consumers, government, community and public in 	7	1	8	7

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	general; • Business and environmental protection; • Business ethics: concept and elements				
November	VIII-Sources of Business Finance Nature and significance • Financial requirements and sources: owners funds and borrowed funds • Methods of raising Finance: – Equity and Preference shares – Debentures and Bonds – Retained profits – Public deposits – Loan from Commercial Banks – Loan from Financial Institution – Trade Credit – Discounting of Bills of Exchange – Global Depository Receipt, American Depository Receipt	16	2	18	19
	XI-Small Business Small Scale Industry; Tiny Sector; cottage and rural industry; • Role of small business in rural India	10	2	3	7
December	XI-Small Business • Problems of small business in India. • Govt Assistance and Special Schemes for Industries in rural, backward and hilly areas			9	
	X-Internal Trade Meaning and types of internal trade: wholesale and retail; • Services of a wholesaler and a retailer. • Types of Retail Trade: – Itinerant retailers and fixed shops. – Departmental store, super market, malls, chain store, mail order business, consumer's cooperative store, – Automatic Vending Machine	12	1	13	15
Second Test					
January	XI & XII-International Business				

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	Nature, Importance, scope and complexities involved in International Business; • Basic information about ways of entering into International Business; • Contract manufacturing; licensing; franchising; Joint ventures and Setting up Wholly Owned Subsidiaries; • Export-Import procedures and Documentation; • Foreign Trade Promotion: Organizational Support and Incentives; Nature and Importance of Export Processing Zone/Special Economic Zones; • International Trade Institutions and Agreement: WTO, UNCTAD, World Bank/IMF.	15	3	18	14
February	Revision and Annual Exams				
	Total	120	20	140	124+15=139

Model Question Paper

I PUC Business Studies

Max Marks: 100

Time: 3 Hrs. & 15minutes

Instructions to candidates:

1. Write the serial number of questions properly as given in the question paper while answering.
2. Write the correct and complete answers.

Section - A

I. Answer any ten of following questions in a word or a sentence each. While answering Multiple Choice Questions, write the serial number/alphabet of the correct choice and write the answer corresponding to it. Each question carries one mark: 10x1=10

1. Give an example for Genetic Industry.
2. The head of the Joint Hindu Family business is called
 - (a) Proprietor
 - (b) Director
 - (c) Karta
 - (d) Manager
3. Mention any one feature of Global Enterprise.
4. State any one type of warehouses.
5. Expand BPO.
6. 'A business enterprise must behave as a good citizen' - is an example of its responsibility towards
 - (a) Owners
 - (b) Workers
 - (c) Consumers
 - (d) Community
7. Directors of which type of company have to subscribe qualification shares?
8. State any one type of Debentures.
9. In which year was the MSMED Act enacted?
10. The goods not suitable for Mail Order Business are
 - (a) Those which can be graded and standardized
 - (b) Those which can be transported at low cost
 - (c) Those which have ready demand in the market
 - (d) Those which are perishable and bulky

11. Give an example of a business organization that has entered into international business through franchising system.
12. Which of the following documents is not required in Import Procedure?
 - (a) Trade Enquiry
 - (b) Bill of Entry
 - (c) Import General Manifesto
 - (d) Certificate of Origin

Section- B

II. Answer any ten of the following questions in two or three sentences each. Each question carries 2 marks: 10x2=20

13. State any two Auxiliaries to Trade.
14. Compare active partner with Partner by Estoppel.
15. State any two merits of Departmental Undertakings.
16. Name any two types of Telecom Services.
17. Give the meaning of Cookies in online transactions.
18. State any two arguments for Social Responsibility of Business.
19. State any two important documents for the incorporation of a company.
20. Who are the parties to a Lease Contract?
21. What is the meaning of Cottage Industries?
22. State any two types of Itinerant Retailers commonly seen in our country.
23. State any two reasons for International Business.
24. Name any two Commodity Boards established by the Government of India.

Section - C

III. Answer any seven of the following questions in 10-12 sentences. Each question carries 4 marks: 7x4=28

25. Explain briefly any four characteristics of Business.
26. State any two merits and two limitations of Statutory Corporations.
27. What is e-banking? State the benefits of e-banking to banks.
28. Explain the concept of Outsourcing.
29. Explain briefly any four elements of Business Ethics.
30. State any four privileges of a Private Company as against a Public Company.

31. Explain the financial needs of a business.
32. Write short notes on: (a) Equity Shares
(b) Preference Shares
33. Explain any four problems faced by small business.
34. Explain briefly any four services of retailers to consumers.

Section – D

IV. Answer any four of the following questions in 20-25 sentences each. Each question carries 8 marks: 4x8=32

35. Explain the merits and demerits of Sole Proprietorship form of business organization.
36. Explain the types of Co-operative Societies.
37. Explain briefly the principles of Insurance.
38. What are Public Deposits? Explain the merits and limitations of Public Deposits.
39. Explain the role of Chambers of Commerce in promoting internal trade in the country.
40. Explain the steps to be followed in Export Procedure up to excise clearance.

Section – E (Practical Oriented Questions)

V. Answer any two of the following questions: 2x5=10

41. As the owner of a business unit, what risks you may face in running it?
42. As a businessman having concern for environment protection, suggest any five steps which can be taken by you for environment protection.
43. Give a list of any five institutions which support small business in India.

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I PUC- Business Studies- 2017-2018 Model Question Paper Blueprint

Chapter	Hrs of teaching	Marks allotted	Knowledge				Understanding				Application				Skill					Total						
			VS A	SA	L A	E A	V S A	SA	L A	E A	V S A	SA	L A	E A	VS A	SA	L A	E A	P O Q	VS A	SA	LA	E A	PO Q	Total	
1	10	07	1					1	1								1	1	1	1	-	1	4			
2	15	19	1							1			1		1						1	1	-	2	-	4
3	08	07	1					1					1								1	1	1	-	-	3
4	14	15	1					1		1			1								1	1	1	1	-	4
5	07	07	1					1	1												1	1	1	-	-	3
6	07	07			1			1							1				1		1	1	1	-	1	4
7	06	07		1			1						1								1	1	1	-	-	3
8	16	19	1	1					2						1						1	1	2	1	-	5
9	10	07	1	1					1										1		1	1	1	-	1	4
10	12	15		1					1	1	1										1	1	1	1	-	4
11+12*	15	14		1				1			2			1							2	2	-	1	-	5
	120 +20 Hrs	124 +15	7	5	1	-	1	6	6	3	3	1	3	3	1	-	-	-	3		12	12	10	6	3**	43
		100%	15%				43%				30%				12%					12	24	40	48	15	139	

*(In Chapter 11 & 12, questions should be asked in the pattern of 03+11=14 or 11+3=14. 1 and 2 marks questions for Part A and B must be asked compulsorily in each of the chapters. However, 8 marks question may be asked either in chapter 11 or 12 for Part D)

**For practical oriented questions, questions are to be selected from each of the 3 groups (Group 1: First 4 chapters, Group 2: Next four chapters and Group 3: Last four chapters).

Note: While selecting the Practical Oriented questions in Part E, care should be taken to avoid duplication of questions in Section A, B, C and D.