

**DETAILED SYLLABUS FOR STD XII  
GENERAL FOUNDATION COURSE (VOCATIONAL STREAM)**

<b>Sr. No.</b>	<b>Unit</b>	<b>Topic</b>	<b>Sub-Topic</b>	<b>Thrust Area</b>	<b>Remarks # # - Not for evaluation. * * Practical</b>	<b>Marks</b>	<b>No. of lectures</b>
1.	I	Starting Up of a Small Business Enterprise	Introduction. Establishment of Small Business Enterprise	a) I – Preliminary preparation. b) II – Organization of infrastructure. c) III – Marketing management		03	08
2.	II	Business Planning and Working Capital Management	Introduction. Planning. Working Capital Management. Cash Management. Break-even Analysis/Cost Volume Profit	a) Meaning of planning. b) Essentials of planning. c) Areas of planning. d) Principles of planning.  a) Meaning of working capital. b) Areas of working capital. c) Concepts of working capital – gross, net. d) Classification of working capital – based on concepts and time/operating cycle.  a) Meaning of cash management. b) Objectives of cash management. c) Why do small business enterprise need cash?  a) Meaning of break-even analysis. b) Meaning of cost volume profit analysis.		06	12

			<p>Analysis.</p> <p>Project Report.</p>	<p>c) Assumptions of break-even analysis/cost volume profit analysis.</p> <p>d) Uses of cost volume profit analysis.</p> <p>a) Meaning of project report.</p> <p>b) Importance of a project report.</p> <p>c) ** Investigation of a project report – financial and non-financial.</p> <p>d) ** Stages in the formulation of a project report.</p> <p>e) ** Feasibility studies of a project report.</p> <p>f) ** Specimen of a project report.</p>	<p>c) * *</p> <p>d) * *</p> <p>e) * *</p> <p>f) * *</p>		
3.	III	Managing Operations.	<p>Introduction.</p> <p>Purchasing Function.</p> <p>Inventory.</p> <p>Seasonal Business.</p> <p>Production Management.</p>	<p>a) Meaning of purchasing.</p> <p>b) Types of purchasing.</p> <p>c) Purchase procedure.</p> <p>d) Purchase situations.</p> <p>e) # # Thumb rules for purchasing items requiring more attention.</p> <p>f) Buying considerations – discounts.</p> <p>a) Meaning of inventory.</p> <p>b) Classification of inventory.</p> <p>c) Types of stock.</p> <p>a) Meaning of seasonal business.</p> <p>b) Ways to deal with seasonality of business.</p> <p>a) Meaning of production management.</p>	<p>e) # #</p>	05	12

			<p>Plant Layout.</p> <p>Production Planning and Control.</p> <p>Total Quality Management.</p>	<p>b) # # Objectives of production management.</p> <p>a) Meaning of plant layout. b) Objectives of a good plant layout.</p> <p>a) Meaning of Production Planning. b) Objectives of Production Planning and control.</p> <p>a) Meaning of total quality management. b) Meaning of quality. c) Meaning of quality control. d) Benefits of quality control.</p>	b) # #		
4.	IV	Human Resource Management.	<p>Introduction.</p> <p>Human Resource Management</p> <p>Human Resource Development.</p> <p>Manpower Planning.</p> <p>Manpower Handling.</p> <p>Workplace Grievance.</p>	<p>a) Meaning of human resource management. b) Benefits of human resource management.</p> <p>a) Meaning of human resource development. b) Techniques of human resource development.</p> <p>a) Meaning of manpower planning. b) Importance of manpower planning.</p> <p>a) Meaning of manpower handling. b) # # Steps to manage manpower.</p> <p>a) Meaning of workplace grievance. b) What an employee can do</p>	b) # #	04	06

			Job Requirements.	<ul style="list-style-type: none"> <li>c) Role of an employer.</li> <li>a) Meaning of job requirements.</li> </ul>			
5.	V	Marketing Management in Small Businesses	<ul style="list-style-type: none"> <li>Introduction.</li> <li>Marketing.</li> <li>Customer Relationship Management.</li> <li>Market Segmentation.</li> <li>Marketing of Services.</li> <li>Consumer Protection.</li> </ul>	<ul style="list-style-type: none"> <li>a) Meaning of marketing.</li> <li>b) Common marketing problems faced by small-scale industries.</li> <li>c) # # Marketing process.</li> <li>d) Market research.</li> <li>a) Meaning of customer relationship management.</li> <li>a) Meaning of market segmentation.</li> <li>b) Marketing mix.</li> <li>a) Meaning.</li> <li>b) Features of service marketing.</li> <li>c) # # Key service factors in service marketing.</li> <li>a) Meaning of consumer protection.</li> <li>b) Importance of consumer protection.</li> <li>c) # # Legal protection to consumers.</li> <li>d) Consumer rights.</li> <li>e) Consumer responsibilities.</li> <li>f) Consumer forum – meaning.</li> <li>g) The three tier consumer grievance machinery.</li> <li>h) What the consumer court can do.</li> <li>i) Who can file a complaint.</li> </ul>	<ul style="list-style-type: none"> <li>C) # #</li> <li>c) # #</li> <li>c) (2) to (10) # #</li> </ul>	06	12

6.	VI	Final Accounts	<p>Preparation of Trading Account.</p> <p>Preparation of Profit and Loss Account</p> <p>Preparation of Balance Sheet.</p> <p>Preparation of Final Accounts with Adjustments.</p>	<p>a) Preparation of Trading Account.</p> <p>a) Preparation of Profit and Loss Account.</p> <p>a) Preparation of Balance Sheet.</p> <p>a) Preparation of Final Accounts with Adjustments.  (i) Closing stock.  (ii) Outstanding expenses.  (iii) Pre-paid expenses.  (iv) Depreciation.  (v) Reserve for doubtful debts.  (vi) Goods distributed as free samples.  (vii) Goods destroyed by fire/stolen from the godown – Insured and uninsured.</p>		15	22
7.	VII	E - Business	<p>Introduction.</p> <p>E – Business.</p> <p>E – Commerce.</p>	<p>a) Meaning of E – Business.  b) Domain name.  c) Website.  d) Designing a good website.</p> <p>a) Meaning of E – Commerce.  b) Parties to a E – Commerce transaction.  c) Hosting.</p>		05	08

			<p>E – Banking.</p> <p>Automated Teller Machine.</p> <p>Credit Card.</p> <p>Debit Card.</p> <p>Electronic Fund Transfer.</p>	<p>d) Building traffic.</p> <p>a) Meaning of E – Banking.  b) # # Characteristics of E – Banking.  c) Benefits of E – Banking to banks and customers.  d) Drawbacks of E – Banking.  e) Forms of E – Banking.</p> <p>a) Meaning of Automated Teller Machines.  b) # # Features of ATM's.  c) Advantage of ATM's to customers.  d) Disadvantage of ATM's.</p> <p>a) Meaning of credit card.  b) # # Features of credit card.  c) Advantages of credit card to cardholders.  d) Disadvantages of credit card to cardholders.</p> <p>a) Meaning of debit card.</p> <p>a) Meaning of Electronic Fund Transfer.</p>	<p>b) # #</p> <p>b) # #</p> <p>b) # #</p>		
8.	VIII	Crises, Risks and Sickness in Business and Industry.	<p>Introduction.</p> <p>Starting Crises in Business.</p> <p>Cash Crises in</p>	<p>a) Meaning of starting crises in business - concept.  b) Reasons for emerging business crises.  c) How to deal with starting crises.</p> <p>a) Meaning of cash crises.</p>		06	12

			Business.	<ul style="list-style-type: none"> <li>b) Concepts of cash crises.</li> <li>c) Reasons for emerging cash crises.</li> <li>d) # # How to manage cash crises.</li> </ul>	d) # #		
			Business Risk.	<ul style="list-style-type: none"> <li>a) Meaning of risk.</li> <li>b) Meaning of business risk.</li> <li>c) Kinds of business risks – internal and external.</li> <li>d) # # Classification of business risks.</li> </ul>	d) # #		
			Risk Management.	<ul style="list-style-type: none"> <li>a) Meaning of risk management.</li> <li>b) How to manage business risks.</li> </ul>			
			Sickness in Business and Industry.	<ul style="list-style-type: none"> <li>a) Meaning of sick unit.</li> <li>b) Causes of sickness in small scale industries – internal and external.</li> <li>c) Corrective measures to curb industrial sickness.</li> </ul>			
9.	IX	Forest	Introduction.			10	17
			Deforestation.	<ul style="list-style-type: none"> <li>a) Meaning of deforestation.</li> <li>b) Common methods of deforestation.</li> <li>c) Causes of deforestation.</li> <li>d) Effects of deforestation.</li> <li>e) Control measures to reduce deforestation.</li> </ul>			
			Soil Erosion.	<ul style="list-style-type: none"> <li>a) Meaning of soil erosion.</li> <li>b) Main causes of soil erosion.</li> <li>c) Effects of soil erosion.</li> <li>d) Measures to control soil erosion.</li> </ul>			
			Landslides.	<ul style="list-style-type: none"> <li>a) Meaning of landslides.</li> <li>b) Causes of landslides – natural and human.</li> </ul>			

				<ul style="list-style-type: none"> <li>c) Effects of landslides.</li> <li>d) Control measures to reduce the effects of landslides.</li> </ul>			
			Siltation and Death of Water Bodies.	<ul style="list-style-type: none"> <li>a) Meaning.</li> <li>b) # # Causes of siltation and death of water bodies.</li> </ul>	b) # #		
			Droughts.	<ul style="list-style-type: none"> <li>a) Meaning of droughts.</li> <li>b) # # Causes of droughts.</li> <li>c) # # Consequences of droughts.</li> </ul>	b) # # c) # #		
			Desertification.	<ul style="list-style-type: none"> <li>a) Meaning of desertification.</li> <li>b) # # Causes of desertification.</li> <li>c) # # Effects of desertification.</li> <li>d) # # How wide spread is desertification.</li> </ul>	b) # # c) # # d) # #		
			Forest Conservation.	<ul style="list-style-type: none"> <li>a) Meaning of forest conservation.</li> <li>b) Forest conservation in India – Classification of forests.</li> <li>c) Forest conservation Act 1980.</li> <li>d) # # What an individual can do to support the Act.</li> <li>e) Whom should forest offences be Reported.</li> <li>f) Different ways to conserve forests.</li> <li>g) # # Communities and conservation – Chipko Movement.</li> <li>h) # # Government Intervention.</li> <li>i) # # Forest conservation in Goa.</li> </ul>	d) # # g) # # h) # # i) # #		
			Wildlife Resources.	<ul style="list-style-type: none"> <li>a) Meaning of Wildlife Resources.</li> <li>b) Wildlife Protection Act. 1972.</li> <li>c) # # What an individual can do.</li> </ul>	c) # #		



			<p>Flora and Fauna.</p> <p>Social Forestry.</p> <p>Coastal Regulation Zone (CRZ).</p>	<p>d) * * Classification of wildlife species.</p> <p>a) * * Causes of depletion of flora and fauna.</p> <p>b) * * Project Tiger.</p> <p>a) Meaning of social forestry.</p> <p>b) Benefits of social forestry.</p> <p>c) Classification.</p> <p>(i) Urban Forestry</p> <p>(ii) Extension Forestry – Different Kinds.</p> <p>(iii) Farm Forestry – Agro – Forestry (Benefits) and Shelter Belts.</p> <p>a) Meaning of CRZ.</p> <p>b) # # Objectives of CRZ.</p> <p>c) # # Categories of CRZ.</p> <p>d) # # Restrictions on fishing.</p> <p>e) # # No development zone.</p> <p>f) # # Coastal zone regulation law.</p> <p>g) Activities prohibited by law within the CRZ.</p>	<p>d) * *</p> <p>a) * *</p> <p>b) * *</p> <p>b) # #</p> <p>c) # #</p> <p>d) # #</p> <p>e) # #</p> <p>f) # #</p>		
10	x	Community Development and Health.	<p>Introduction.</p> <p>Overpopulation.</p>	<p>a) Meaning of overpopulation.</p> <p>b) Causes of rapid population growth.</p> <p>c) Consequences of rapid population growth.</p> <p>d) Measures to control population.</p> <p>e) # # Present figures of India's population.</p> <p>f) # # Highest populated countries in the world.</p>	<p>e) # #</p> <p>f) # #</p>	10	17

			Goa Population Census 2011.	<ul style="list-style-type: none"> <li>a) ## Goa population.</li> <li>b) ## Goa population growth rate.</li> <li>c) ## Goa population literacy rate.</li> <li>d) ## Goa sex ratio.</li> <li>e) ## Goa urban population.</li> <li>f) ## Goa rural population.</li> </ul>	(a) To (f) ##		
			Sanitation.	<ul style="list-style-type: none"> <li>a) Meaning of sanitation.</li> <li>b) Sustainable sanitation.</li> <li>c) Sulabh Sanitation Foundation Mission – objectives, main activities.</li> </ul>			
			Waste Management.	<ul style="list-style-type: none"> <li>a) Meaning of waste water management.</li> <li>b) Waste water re-use.</li> <li>c) Solid waste disposal.</li> </ul>			
			Food Preparation.	<ul style="list-style-type: none"> <li>a) Food hygiene.</li> <li>b) Food safety</li> <li>c) ## World Health Organization (WHO).</li> </ul>	c) ##		
			Communicable Diseases.	<ul style="list-style-type: none"> <li>a) Meaning of communicable diseases.</li> <li>b) ## Meaning of germs – types.</li> <li>c) Major diseases caused by bacteria.</li> <li>d) Major Diseases caused by virus</li> <li>e) Major diseases causes by fungi.</li> <li>f) Major diseases caused by protozoa.</li> <li>g) Major diseases caused by helminthes.</li> </ul>	b) ##		
			Substance Abuse.	<ul style="list-style-type: none"> <li>a) Meaning of substance abuse.</li> </ul>			
			Substance	<ul style="list-style-type: none"> <li>a) Meaning of substance dependence.</li> </ul>			

			Dependence.			
			Panchayati Raj System.	<ul style="list-style-type: none"> <li>a) Meaning of Panchayati Raj System.</li> <li>b) The three tier Panchayati Raj System.</li> <li>c) # # powers and responsibilities delegated.</li> <li>d) # # Sources of funding.</li> <li>e) # # Role of Panchayats.</li> </ul>	<ul style="list-style-type: none"> <li>c) # #</li> <li>d) # #</li> <li>e) # #</li> </ul>	
			Social Welfare Schemes.	<ul style="list-style-type: none"> <li>a) Meaning.</li> <li>b) Major Social Welfare Schemes of the Government. <ul style="list-style-type: none"> <li>(1) Health Schemes</li> <li>(2) Educational Schemes. <ul style="list-style-type: none"> <li>(i) Sarva Shiksha Abhiyan.</li> </ul> </li> <li>(3) Livelihood Schemes.</li> <li>(4) Social Security Schemes.</li> <li>(5) Natural Resources Management Schemes (NRM).</li> <li>(6) Food Security Schemes. <ul style="list-style-type: none"> <li>(i) Integrated Child Development Services Scheme (ICDS) – objectives, packages of services provided, beneficiaries.</li> <li>(ii) Mid – Day Meals Schemes.</li> <li>(iii) Public Distribution System</li> </ul> </li> </ul> </li> </ul>		

**Note:-**

- 1) \* \* (means for practicals and not for evaluation)
- 2) # # ( means for knowledge and not for evaluation)

## MODALITIES FOR SETTING THE QUESTION PAPER FOR STD XII

### MID – TERM QUESTION PAPER

Duration : 1 Hour.

Total Marks : 20.

Unit 1 : 4 Marks.

Unit 2 : 9 Marks.

Unit 3 : 7 Marks.

#### Question 1 (10 Marks)

- (A) Objective – (01).
- (B) Very Short Answer – 1 question - (01).
- (C) Short Answer – 1 question - (03).
- (D) Essay Answers – 2 questions, answer any one – (05).

#### Question 2 (10 Marks)

- (A) Objective – (01).
- (B) Very Short Answer – 1 question - (01).
- (C) Short Answer – 1 question - (03).
- (D) Essay Answers – 2 questions, answer any one – (05).

### FIRST TERMINAL QUESTION PAPER

Duration : 2 ½ Hours.

Total Marks : 60.

Unit 1 : 6 Marks

Unit 2 : 11 Marks

Unit 3 : 9 Marks.

Unit 4 : 8 Marks

Unit 5 : 11 Marks

Unit 6 : 15 marks

#### Question 1 (11 Marks)

- (A) Objective – (01).
- (B) Very Short Answer – 2 questions - (02).
- (C) Short Answer – 1 question - (03).
- (D) Essay Answers – 2 questions, answer any one – (05).

#### Question 2 (12 Marks)

- (A) Objective – (01).
- (B) Very Short Answer – 3 questions - (03).
- (C) Short Answer – 1 question - (03)
- (D) Essay Answers – 2 questions, answer any one – (05).

**Question 3 (11 Marks)**

- (A) Objective – (01).
- (B) Very Short Answer – 2 questions - (02).
- (C) Short Answer – 1 question - (03).
- (D) Essay Answers – 2 questions, answer any one – (05).

**Question 4 (11 Marks)**

- (A) Objective – (01).
- (B) Very Short Answer – 2 questions - (02).
- (C) Short Answer – 1 question - (03).
- (D) Essay Answers – 2 questions, answer any one – (05).

**Question 5 (15 Marks)**

Preparation of Trading Account – 3 ½ Marks.

Preparation of Profit and Loss Account – 4 ½ Marks.

Preparation of Balance Sheet – 7 Marks.

**SECOND TERMINAL QUESTION PAPER**

Duration : 2 ½ Hours.

Total Marks : 70.

Unit 1 : 3 Marks

Unit 2 : 6 Marks

Unit 3 : 5 Marks.

Unit 4 : 4 Marks

Unit 5 : 6 Marks

Unit 6 : 15 marks

Unit 7 : 5 marks

Unit 8 : 6 marks

Unit 9 : 10 marks

Unit 10 : 10 marks

**Question 1 (14 Marks)**

- (A) Objective – (01).
- (B) Very Short Answer – 2 questions - (02).
- (C) Short Answer – 2 question - (06).
- (D) Essay Answers – 2 questions, answer any one – (05).

**Question 2 (12 Marks)**

- (A) Objective – (01).
- (B) Very Short Answer – 3 questions - (03).
- (C) Short Answer – 1 question - (03)
- (D) Essay Answers – 2 questions, answer any one – (05).

**Question 3 (14 Marks)**

- (A) Objective – (01).
- (B) Very Short Answer – 2 questions - (02).
- (C) Short Answer – 2 question - (06).
- (D) Essay Answers – 2 questions, answer any one – (05).

**Question 4 (15 Marks)**

- (A) Objective – (01).
- (B) Very Short Answer – 3 questions - (03).
- (C) Short Answer – 2 question - (06).
- (D) Essay Answers – 2 questions, answer any one – (05).

**Question 5 (15 Marks)**

Preparation of Trading Account – 3 ½ Marks.

Preparation of Profit and Loss Account – 4 ½ Marks.

Preparation of Balance Sheet – 7 Marks.

**GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION**

**Model Question Paper (2017 – 18)**

**SUBJECT: GENERAL FOUNDATION COURSE**

**Final (Goa Board Pattern)**

STD : XII  
Stream : Vocational

Time : 2 ½ Hours  
Maximum Marks : 70

**Instructions:**

- i) Answer each main question on a fresh page.
- ii) Write the number of the question and sub-question clearly.
- iii) All questions are compulsory.
- iv) Figures to the right indicate full marks.
- v) Use of non-programmable calculators is permitted.
- vi) Working notes should be a part of the solution for question No. 5

- Q1 A **Fill in the blank with the appropriate alternative from those given below.** (01)
- (i) A study of the market to determine the demand-supply ratio, the extent of competition, etc., is known as \_\_\_\_\_.
- market research
  - technology
  - project report
  - market survey
- B **Answer the following questions in one sentence.** (02)
- (i) Name the two stages in the registration procedure of a small business enterprise.
- (ii) Give the meaning of quality assurance.
- C **Answer the following question in about 50 to 60 words.** (06)
- (i) Explain the three areas which require planning before the start of the business.
- (ii) Explain the following terms:  
a) Gross working capital.

- b) Regular working capital.
- c) Seasonal working capital.

D      **Answer any one of the following questions in about 120 to 150 words.** (05)

- (i) What is the meaning of 'purchasing'? Explain any four types of purchasing.
- (ii) What is the meaning of 'inventory'? Explain any four types of inventory.

Q2 A      **Fill in the blank with the appropriate alternative from those given below.** (01)

- (i) Meeting the individual needs of consumers is the main focus of \_\_\_\_\_ .
  - customer relationship management .
  - identification of opportunities .
  - market segmentation .
  - market research.

B      **Answer the following questions in one sentence.** (03)

- (i) What is Straight Re-buy?
- (ii) Give the meaning of consumer forum.
- (iii) State any two kinds of business risks.

C      **Answer the following question in about 50 to 60 words.** (03)

- (i) Explain the components of the marketing mix.

D      **Answer any one of the following questions in about 120 to 150 words.** (05)

- (i) Explain any five reasons for emerging business crises.
- (ii) Explain any five internal causes for industrial sickness.

Q3 A      **Fill in the blank with the appropriate alternative from those given below.** (01)

- (i) The frame work for helping employees develop their personal and



organisational skills and abilities is known as \_\_\_\_\_.

- human resource development
- performance appraisal
- work place grievance.
- human resource management.

**B Answer the following questions in one sentence. (02)**

- Give the meaning of desertification.
- State the two methods of deforestation.

**C Answer the following question in about 50 to 60 words. (06)**

- Explain any three benefits of human resource management.
- State any six effects of landslides.

**D Answer any one of the following questions in about 120 to 150 words. (05)**

- Explain any five causes of soil erosion.
- Explain any five measures adopted to conserve forests.

**Q4 A Fill in the blank with the appropriate alternative from those given below. (01)**

- The conduct of business process on the internet is known as \_\_\_\_\_.
  - e-business.
  - e-commerce.
  - phone banking.
  - hosting.

**B Answer the following questions in one sentence. (03)**

- Give the meaning of the term website.
- Name the two types of wastewater created in homes.
- What is the meaning of the term 'Overpopulation'?

**C Answer the following question in about 50 to 60 words. (06)**

- State any six essential factors to be considered while designing a good website.
- Explain the three tier system of Panchayati Raj in rural India.

D **Answer any one of the following questions in about 120 to 150 words.** (05)

- (i) Explain any five ways to control diseases.
- (ii) Explain any five services provided by the Integrated Child Development Service Scheme?

Q5 **Given below is the Trial Balance of Mr. Shekhar Divekar as on 31/03/2013.**

**Trial Balance for the year ended 31<sup>st</sup> March 2013**

<b>Debit Balances</b>	<b>Amount</b>	<b>Credit Balances</b>	<b>Amount</b>
Cash in hand	5000	Bank Overdraft	40,000
Cash at Bank	20,000	Loan	1,00,000
Wages	9,000	Sales	94,000
Land and Building	1,20,000	Capital	1,80,000
Investments	18,000	Bills payable	9,000
Stock on 1/1/2012	32,000	Creditors	12,000
Drawings	10,000	Purchase returns	1,000
Import Duty	15,500	Interest received	2,000
Fuel, Power and Lighting	6,000		
Sales returns	1,500		
Trade expenses	7,000		
Bad debts	500		
Audit Fees	5,500		
Salaries	13,500		
Machinery	94,000		
Bills receivable	7,000		
Debtors	14,000		
Purchases	52,000		
Export Duty	3,000		
Income Tax	4,500		
<b>Total</b>	<b>4,38,000</b>	<b>Total</b>	<b>4,38,000</b>

**Adjustments:**

- i) Closing Stock was valued at Rs.75,000 on 31/03/2013
- ii) Outstanding Salary amounted to Rs.1,500/-
- iii) Prepaid Audit Fees were Rs. 1,000/-
- iv) Goods distributed as free samples amounted to Rs. 2,500/-

- v) Depreciate Machinery @ 5% and land & building @ 10% per annum.

**Prepare:**

- |  |     |
|--|-----|
| a) The Trading Account for the year ending 31/03/2013.     | 3 ½ |
| b) Profit and Loss Account for the year ending 31/03/2013. | 4 ½ |
| c) Balance Sheet as on 31/03/2013.                         | 7   |

**GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION**

**Model Question Paper (2017 – 18)**

**SUBJECT: GENERAL FOUNDATION COURSE**

**First – Term**

STD : XII  
Stream : Vocational

Time : 2 ½ Hours  
Maximum Marks : 70

**Instructions:**

- vii) Answer each main question on a fresh page.
- viii) Write the number of the question and sub-question clearly.
- ix) All questions are compulsory.
- x) Figures to the right indicate full marks.
- xi) Use of non-programmable calculators is permitted.
- xii) Working notes should be a part of the solution for question No. 5

**Q1 A      Fill in the blank with the appropriate alternative from those given below.      (01)**

(i) A strategic planning method used to evaluate an enterprise is known as \_\_\_\_\_

- attribute listing.
- brain storming.
- SWOT analysis.
- monitoring.

**B      Answer the following questions in one sentence.      (02)**

- (i) What does 'Trial Production' mean in a manufacturing enterprise?
- (ii) Give the meaning of the term 'Market Survey'.

**C      Answer the following question in about 50 to 60 words.      (03)**

- (i) Explain the infrastructure that is required in an organisation. (any 3 points).

D **Answer any one of the following questions in about 120 to 150 words.** (05)

- (i) Explain any five benefits of Human Resource Management
- (ii) What is manpower planning? Explain its importance (any 4 points).

Q2 A **Fill in the blank with the appropriate alternative from those given below.** (01)

- (i) A weak project can be improved upon by a good

- 
- management team.
  - training and workshop.
  - sales force.
  - advertisement.

B **Answer the following questions in one sentence.** (03)

- (i) State the two concepts of working capital.
- (ii) Give the meaning of the term 'Break Even Analysis'.
- (iii) What is meant by 'Buffer Stock'?

C **Answer the following question in about 50 to 60 words.** (03)

- (i) Explain the importance of a project report. (any 3 points).

D **Answer any one of the following questions in about 120 to 150 words.** (05)

- (i) Explain any five principles of planning for a small business enterprise.
- (ii) Explain why small business enterprises need cash (any 5 points).

Q3 A **Fill in the blank with the appropriate alternative from those given below.** (01)

(i) The department that acts as a consultant and mediator to effectively sort out disputes in an organization is called the \_\_\_\_\_

- human resource department.
- marketing department.
- public relations department.
- advertising department

B **Answer the following questions in one sentence.** (02)

(i) Why is employee training necessary in an organization?

(ii) Give the meaning of 'Workplace Grievance'.

C **Answer the following question in about 50 to 60 words.** (03)

(i) Explain any three ways to deal with the seasonality of business.

D **Answer any one of the following questions in about 120 to 150 words.** (05)

(i) State any ten objectives of a good plant layout.

(ii) State any ten benefits of quality control.

Q4 A **Fill in the blank with the appropriate alternative from those given below.** (01)

(i) Consumer dispute redressal is popularly known as \_\_\_\_\_

- consumer rights.
- consumer responsibilities..
- consumer protection.
- consumer forum.

**B Answer the following questions in one sentence. (02)**

- (i) State any two components of marketing mix.
- (ii) Give the full form of CRM in marketing.

**C Answer the following question in about 50 to 60 words. (03)**

- (i) Explain the three tier consumer grievance machinery.

**D Answer any one of the following questions in about 120 to 150 words. (05)**

- (i) Explain the importance of consumer protection (any 5 points).
- (ii) Explain any five features of service marketing.

**Q5 The following is the Trial Balance of Mrs. Succorina Dias for the year ended 31/03/2015. (15)**

<b>Debit Balances</b>	<b>Amount in Rs.</b>	<b>Credit Balances</b>	<b>Amount in Rs</b>
Cash at Bank	20,000	Loan	40,000
Wages	9,000	Sales	85,000
Motor Car	95,000	Capital	143,000
Furniture	30,000	Bills payable	20,000
Opening Stock	20,000	Creditors	60,000
Drawings	10,000	Returns Outwards	2,000
Audit Fees	5,500	Commission	8,000
Trade Expenses	500	Rent received	5000
Advertisement	7,500	Overdraft	10000
Freight	500		
Salaries	8,500		
Machinery	40,000		
Debtors	54,000		
Purchases	52,000		
Fuel, Power and Lighting	6,000		

Printing & stationary	500		
Export duty	2000		
Petty cash	2000		
Patterns	5000		
Stores & spare parts	5000		
<b>Total</b>	<b>3,63,000</b>	<b>Total</b>	<b>3,63,000</b>

**Adjustments;**

- (i) Closing Stock was valued at cost price Rs.75,000.
- (ii) Outstandings were;
  - (a) Wages Rs. 900.
  - (b) Salaries Rs. 1500
- (iii) Prepaid Audit Fees were Rs. 1,000.
- (iv) Goods distributed as free samples amounted to Rs. 2,500.
- (v) Depreciate Machinery by 10% per annum.

**Prepare;**

- (a) The Trading Account for the year ending 31/03/2015. **3 ½ marks**
- (b) Profit and Loss Account for the year ending 31/03/2015 **4 ½ marks**
- (c) Balance Sheet as on 31/03/2015. **7 marks**



**GOA BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION**

**Model Question Paper (2017 – 18)**

**SUBJECT: GENERAL FOUNDATION COURSE**

**First Mid - Term**

STD : XII

Time : 1 Hour

Stream : Vocational

Maximum Marks : 20

Instructions:

- xiii) Answer each main question on a fresh page.
- xiv) Write the number of the question and sub-question clearly.
- xv) All questions are compulsory.
- xvi) Figures to the right indicate full marks.

- Q1 A **Fill in the blank with the appropriate alternative from those given below.** (01)
- (i) A business that employs a small number of workers and does not have a huge volume of sales is known as \_\_\_\_\_
- small business enterprise.
  - large scale enterprise.
  - public company.
  - multinational company.
- B **Answer the following questions in one sentence.** (01)
- (i) Give the meaning of the term 'technology' in business.
- C **Answer the following question in about 50 to 60 words.** (03)
- (i) Explain any three principles of planning.
- D **Answer any one of the following questions in about 120 to 150 words.** (05)
- (i) Explain why planning is essential in business (any five points).
- (ii) Explain the importance of a project report (any five points).

Q2 A **Fill in the blank with the appropriate alternative from those given below.** (01)

- (i) The process of ordering, receiving and paying for the goods and services is known as \_\_\_\_\_
- purchasing.
  - procurement.
  - market survey.
  - market research.

B **Answer the following questions in one sentence.** (01)

- (i) Give the full form of P.P.C.

C **Answer the following question in about 50 to 60 words** (03)

- (i) What is cash management? Explain the two main objectives of cash management.

D **Answer any one of the following questions in about 120 to 150 words.** (05)

- (i) Explain the classification of inventory in a manufacturing organisation.
- (ii) Give the meaning of the term 'Discount'. Explain any four types of discounts.