



BLOOM PUBLIC SCHOOL
C-8 Vasant Kunj New Delhi
SYLLABUS FOR THE SESSION 2021-22

Class: XII

Subject: Business Studies

MONTH	CHAPTERS (NCERT TEXT BOOK)	CONTENT (As per Rationalised Syllabus)
April	PART I – PRINCIPLES AND FUNCTIONS OF MANAGEMENT Chapter 1- Nature and significance of management Project work	Management - concept, objectives, and importance Management as Science, Art and Profession Management functions-planning, organizing, staffing, directing and controlling Coordination- concept and importance
June	PART I – PRINCIPLES AND FUNCTIONS OF MANAGEMENT Chapter 2- Principles of Management Chapter 3- Business Environment Project work	Principles of Management- concept and significance Fayol's principles of management Taylor's Scientific management principles and techniques Business Environment- concept and importance Dimensions of Business Environment- Economic, Social, Technological, Political and Legal
July	PART I-PRINCIPLES AND FUNCTIONS OF MANAGEMENT Chapter 4 – Planning Chapter 11 Marketing Unit Test-1	Planning: Concept, importance and limitation Planning process Marketing – Concept, functions and philosophies - Product, Price and Standard Marketing Mix – Concept and elements Product - branding, labelling and packaging – Concept Physical Distribution – concept Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations Unit test 1- Chapter 1,2 & 3
August	PART I-PRINCIPLES AND FUNCTIONS OF MANAGEMENT	

	Chapter 5 –Organising	Organising: Concept and importance, Organising Process Structure of organisation- functional and divisional concept Delegation: concept, elements and importance Decentralization: concept and importance
September	<p>PART II BUSINESS FINANCE AND MARKETING</p> <p>Chapter 6- Staffing</p> <p>Chapter 7 - Directing</p> <p>Term 1 Practical Exam</p>	<p>Staffing: Concept and importance Staffing process, Recruitment process ,Selection – process Training and Development - Concept and importance, Methods of training - on the job and off the job - vestibule training, apprenticeship training and internship training</p> <p>Directing: Concept and importance Elements of Directing Motivation - concept, Maslow’s hierarchy of needs, Financial and non-financial incentives Leadership - concept, styles - authoritative, democratic and laissez faire Communication - concept, formal and informal communication;</p> <p>Project work- Part 1</p>
October	<p>PART II BUSINESS FINANCE AND MARKETING</p> <p>Chapter 8- Controlling</p> <p>Chapter 9- Financial Management</p> <p>Pre-board Term 1 Exam</p>	<p>Controlling - Concept and importance Steps in process of control Financial Management: Concept, role and objectives Financial decisions: investment, financing and dividend- Meaning and factors affecting Financial Planning - concept and importance Capital Structure – concept and factors affecting capital structure Fixed and Working Capital - Concept and factors affecting their requirements</p> <p>Chapters 1,2,3,4,5, and 11</p>

November	<p>PART II BUSINESS FINANCE AND MARKETING</p> <p>Chapter 9- Financial Management (Cont.)</p> <p>Chapter 10 Financial Markets</p>	<p>Financial Management: Concept, role and objectives Financial decisions: investment, financing and dividend-Meaning and factors affecting Financial Planning - concept and importance Capital Structure – concept and factors affecting capital structure Fixed and Working Capital - Concept and factors affecting their requirements</p> <p>Financial Markets: Concept, Functions and types Money market and its instruments Capital market: Concept, types (primary and secondary), methods of floatation in the primary market Stock Exchange – Meaning, Functions and trading procedure</p>
December	Chapter 10 Financial Markets (Cont.)	<p>Financial Markets: Concept, Functions and types Money market and its instruments Capital market: Concept, types (primary and secondary), methods of floatation in the primary market Stock Exchange – Meaning, Functions and trading procedure</p>
January	<p>Chapter 12 Consumer Protection</p> <p>Unit Test-2</p> <p>Term 2 Practical Exam</p>	<p>Concept and importance of consumer Protection The Consumer Protection Act, 2019: Source: http://egazette.nic.in/WriteReadData/2019/210422.pdf Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available</p> <p>Chapter 6,7 & 9</p> <p>Project work- Part 2</p>
February	Pre-board Exam Term 2 CBSE Board Practical Exam	Chapters 6,7,8,9,10, &12
March	CBSE Board Exam	

ASSESSMENTS SYLLABUS

1. Periodic Assessment-1 (July-August)

Chapter 1- Nature and significance of management

Chapter 2- Principles of Management

Chapter 3- Business Environment

2. Pre-board Exam-1/Term 1 End Exam

Chapter 1- Nature and significance of management

Chapter 2- Principles of Management

Chapter 3- Business Environment

Chapter 4 - Planning

Chapter 5 – Organising

Chapter 11 Marketing

3. Periodic Assessment-1 (Dec-Jan)

Chapter 6- Staffing

Chapter 7 - Directing

Chapter 9- Financial Management

4. Preboard Exam-2/ Term 2 End Exam

Chapter 6- Staffing

Chapter 7 – Directing

Chapter 8- Controlling

Chapter 9- Financial Management

Chapter 10 Financial Markets

Chapter 12 Consumer Protection

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