

MONTHLY SYLLABUS
SESSION-2017-18
CLASS-XII
SUBJECT-BUSINESS STUDENTS

Months	Content
	TERM-Ist
April and May, 2017	<p>Part A: Principles and Functions of Management</p> <p>Unit I: Nature and Significance of Management</p> <ul style="list-style-type: none"> • Management - concept, objectives and importance • Management as Science, Art and Profession • Levels of management • Management functions - planning, organising, staffing, directing and controlling • Coordination - concept, Characteristics and importance <p>Unit 2: Principles of Management</p> <ul style="list-style-type: none"> • Principles of Management - concept, nature and significance • Fayol's principles of management • Taylor's Scientific Management - principles and techniques <p>Unit 3: Management and Business Environment</p> <ul style="list-style-type: none"> • Business Environment - concept and importance • Dimensions of Business Environment - Economic, Social, Technological, Political and Legal • Impact of Government policy changes on business with special reference to liberalization, privatization and globalisation in India. <p>Unit 4: Planning</p> <ul style="list-style-type: none"> • Concept, importance and limitations

	<ul style="list-style-type: none"> • Planning process • Single use and Standing Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget and Programme.
July, 2017	<p>Unit 5: Organising</p> <ul style="list-style-type: none"> • Concept and importance. • Organizing Process. • Structure of organization - functional and divisional. • Formal and informal organization-concept • Delegation: concept, elements and importance. • Decentralization: concept and importance. <p>Unit 6: Staffing</p> <ul style="list-style-type: none"> • Concept and importance of staffing • Staffing as a part of Human Resource Management - Concept • Staffing process: Recruitment - process; Selection – process • Training and Development - Concept and importance. Methods of training- on the job and off the job- Induction training, vestibule training, apprenticeship training and internship training. <p>Unit 7: Directing</p> <ul style="list-style-type: none"> • Concept and importance • Elements of Directing: Supervision, Motivation, Leadership and communication.
August, 2017	<ul style="list-style-type: none"> • Supervision - concept, functions of a supervisor. • 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; barriers to effective communication and how to overcome the barriers.

	<p>Unit 8: Controlling</p> <ul style="list-style-type: none"> • Concept, nature and importance • Relationship between planning and controlling • Steps in the process of control <p>Part B: Business Finance and Marketing</p> <p>Unit 9: Financial Management</p> <ul style="list-style-type: none"> • Concept, role and objectives of financial management. • Financial decisions: Investment, Financing and Dividend :- Meaning and factors affecting. • Financial planning - concept and importance. • Capital Structure - concept. • Fixed and Working Capital - concept and factors affecting their requirements.
<p>September, 2017</p>	<p style="text-align: center;">Revision Unit 1 to 9 Ist Term Exam</p>
<p>October, 2017</p>	<p>Financial Markets</p> <ul style="list-style-type: none"> • Financial Markets: concept and types. • Money market and its instruments. • Capital market and its types (primary and secondary), methods of flotation in the primary market. • Stock Exchange - functions and trading procedure. Depository Services and D'mat Account. • Securities and Exchange Board of India (SEBI) - objectives and functions. <p>Unit 11: Marketing Management</p> <ul style="list-style-type: none"> • Selling and Marketing –Concept. • Marketing - concept and functions. • Marketing management philosophies. • Marketing Mix - concept • Product - concept, branding, labelling and packaging- Concept. Price - Concept and factors determining price. • Physical distribution- concept and components; channels of distribution: types, choice of channels.

	<ul style="list-style-type: none"> • Promotion -concept and elements; advertising- concept, role, objections against advertising, personal selling - concept and qualities of a good salesman, sales promotion - concept and techniques, public relations - concept and role.
November, 2017	<p>Unit 12: Consumer Protection</p> <ul style="list-style-type: none"> • Concept and importance of consumer protection. • Consumer Protection Act 1986 • Meaning of consumer and consumer protection. • - Rights and responsibilities of consumers • - Who can file a complaint and against whom? • - Redressal machinery. • - Remedies available. • • Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs). <p style="text-align: center;">Project Work (As per CBSE guidelines)</p>
December, 2017	Revision Unit 1 to 12 With last year Board Papers and support Material issued by DOE, Delhi
January and February, 2018	Pre-Board Revision with Last Year Board Papers and Support Material Issued By DOE, Delhi
March, 2018	Annual Examination