



BLOOM PUBLIC SCHOOL
C-8 Vasant Kunj, New Delhi
Syllabus for the Session 2023-24
Class: XII
Subject: Business Studies

SYLLABUS		
MONTH	CHAPTER (NCERT Text book)	CONTENT
April	PART I – PRINCIPLES AND FUNCTIONS OF MANAGEMENT Chapter 1- Nature and significance of management Chapter 2- Principles of Management	Management - concept, objectives, and importance. Levels of Management Management as Science, Art and Profession Management functions-planning, organizing, staffing, directing and controlling Coordination- concept and importance Principles of Management- concept and significance. Fayol's principles of management Taylor's Scientific management principles and techniques

May	PART I – PRINCIPLES AND FUNCTIONS OF MANAGEMENT Chapter 2- Principles of Management (CONT.) Chapter 3- Business Environment	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 Demonetization - concept and features.
July	PART I- PRINCIPLES AND FUNCTIONS OF MANAGEMENT Chapter 4 – Planning Chapter 5 – Organising	Planning: Concept, importance and limitation Planning process. Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme. Organising: Concept and importance, Organising Process Structure of organisation- functional and divisional concept. Formal and informal organisation- concept Delegation: concept, elements and importance Decentralization: concept and importance

August	<p>PART I- PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>Chapter 6- Staffing</p> <p>Chapter 7 – Directing</p> <p>Chapter 8- Controlling</p>	<p>Staffing: Concept and importance 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 - 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; barriers to effective communication, how to overcome the barriers</p> <p>Controlling - Concept and importance, Relationship between planning and controlling. Steps in the process of control</p>
September	Chapter 11 Marketing	<p>Marketing -Concept, functions and philosophies Marketing Mix – Concept and elements Product - branding, labeling and packaging – Concept Price - Concept, Factors determining price Physical Distribution – concept, components and channels of distribution</p>

		Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations
October	PART II BUSINESS FINANCE AND MARKETING Chapter 9- Financial Management Chapter 10- Financial Markets Chapter 12 Consumer Protection	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 Financial Markets: Concept, Money market : Concept and its instruments Capital market: Concept and its types (primary and secondary) Stock Exchange – Meaning, Functions and trading procedure Securities and Exchange Board of India (SEBI) - objectives and functions Concept and importance of consumer Protection The Consumer Protection Act, 2019: Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery Remedies available. Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs)
November	Revision	

	Pre-Board I Exam	
December	Revision	
	Pre-Board II Exam	
January	Pre board practical.	
February	Revision	
March	Board Exams	

ASSESSMENT SYLLABUS

PERIODIC ASSESSMENT -1	Chapter 1- Nature and significance of management Chapter 2- Principles of Management
PERIODIC ASSESSMENT -2	Chapter 3- Business Environment Chapter 4 - Planning Chapter 5 – Organising
MID TERM EXAM	Chapter 1- Nature and significance of management Chapter 2- Principles of Management Chapter 3- Business Environment Chapter 4 - Planning Chapter 5 – Organising Chapter 6- Staffing Chapter 7- Directing Chapter 11 Marketing
PRE-BOARD EXAM I&II	Chapter 1- Nature and significance of management Chapter 2- Principles of Management Chapter 3- Business Environment Chapter 4 - Planning Chapter 5 – Organising Chapter 6- Staffing Chapter 7 – Directing Chapter 8- Controlling Chapter 9- Financial Management Chapter 10 Financial Markets Chapter 11 Marketing

	Chapter 12 Consumer Protection
BOARD EXAM	Chapter 1- Nature and significance of management Chapter 2- Principles of Management Chapter 3- Business Environment Chapter 4 - Planning Chapter 5 – Organising Chapter 6- Staffing Chapter 7 – Directing Chapter 8- Controlling Chapter 9- Financial Management Chapter 10 Financial Markets Chapter 11 Marketing Chapter 12 Consumer Protection