



BISHOP SCOTT BOYS' SCHOOL

STUDENT CURRICULUM MANUAL

Subject: BUSINESS STUDIES

Class: XII

Academic Plan: 2025 -26

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
APRIL	<p>PART- A: PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>LESSON 1: NATURE & SIGNIFICANCE OF MANAGEMENT</p> <p>Management- concept, objectives, and importance</p> <p>Management as Science, Art and Profession, Levels of management.</p> <p>Management functions- planning, organizing, staffing, directing and controlling</p> <p>Coordination- concept and importance.</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of management. • Explain the meaning of 'Effectiveness and Efficiency. • Discuss the objectives of management. • Describe the importance of management. • Examine the nature of management as a science, art and profession. • Understand the role of top, middle and lower levels of management • Explain the functions of management • Discuss the concept and it's significance. • Explain the importance of coordination. 	<p>Observe and record the event like Birthday of your friend and Analyse how it manage and give your opinion how it would be more better.</p>	14	<p>LESSON 1: NATURE & SIGNIFICANCE OF MANAGEMENT</p> <p>Management- concept, objectives, and importance</p> <p>Management as Science, Art and Profession, Levels of management.</p> <p>Management functions- planning, organizing, staffing, directing and controlling</p> <p>Coordination- concept and importance.</p>

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
MAY	<p>PART- A: PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>LESSON 2: PRINCIPLES OF MANAGEMENT</p> <p>Principles of Management- concept and significance</p> <p>Fayol's principles of Management</p> <p>Taylor's Scientific management- principles and techniques.</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of principles of management. • Explain the significance of management principles. • Discuss the principles of management developed by Fayol. • Explain the principles and techniques of 'Scientific Management'. • Compare the contributions of Fayol and Taylor. 	<p>Mae two group of your class mates and prepare Principal of management Chart by Fayol and Taylor b</p>	14	<p>LESSON 2: PRINCIPLES OF MANAGEMENT</p> <p>Principles of Management- concept and significance</p> <p>Fayol's principles of Management</p> <p>Taylor's Scientific management- principles and techniques.</p>

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
June	<p>PART- A: PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>LESSON 3: BUSINESS ENVIRONMENT</p> <p>Business Environment- concept and importance</p> <p>Dimensions of Business Environment- Economic, Social, Technological, Political and Legal</p> <p>Demonetization - concept and feature.</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of 'Business Environment'. • Describe the importance of business environment • Describe the various dimensions of 'Business Environment'. • Understand the concept of demonetization 	<p>Make an observatory note regarding political enviornemnt of Bihar.</p>	12	<p>PART- A: PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>LESSON 3: BUSINESS ENVIRONMENT</p> <p>Business Environment- concept and importance</p> <p>Dimensions of Business Environment- Economic, Social, Technological, Political and Legal</p> <p>Demonetization - concept and feature</p>

	<p>PART- A: PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>LESSON 4: PLANNING</p> <p>Concept, importance and limitation Planning process Single use and standing plans. Objectives, Strategy, Policy, Procedure, Method Rule, Budget and Programme.</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of planning. • Describe the importance of planning. • Understand the limitations of planning. • Describe the steps in the process of planning. • Develop an understanding of single use and standing plans • Describe objectives, policies, strategy, procedure, method, rule, budget and programme as types of plans. 		14	<p>LESSON 4: PLANNING</p> <p>Concept, importance and limitation Planning process Single use and standing plans. Objectives, Strategy, Policy, Procedure, Method Rule, Budget and Programme.</p>
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
July	<p>LESSON 5: ORGANISING</p> <p>Concept and importance, Organizing Process Structure of organization- functional and divisional concept. Formal and informal organization- concept Delegation: concept, elements and importance Decentralization: concept and</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of organizing as a structure and as a • Describe the steps in the process of organizing • Describe functional and divisional structures of organisation. • Explain the advantages, disadvantages and suitability of functional and divisional structure. • Understand the concept of formal and informal organisation. • Discuss the advantages, disadvantages of formal and informal organisation. 		18	<p>LESSON 5: ORGANISING</p> <p>Concept and importance, Organizing Process Structure of organization- functional and divisional concept. Formal and informal organization- concept Delegation: concept, elements and importance Decentralization: concept and importance</p>

	importance	<ul style="list-style-type: none"> • Understand the concept of delegation. • Describe the elements of delegation. • Appreciate the importance of Delegation. • Understand the concept of decentralisation. • Explain the importance of decentralisation. • Differentiate between delegation and decentralisation. 			
	<p>PART- A: PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>LESSON 6: STAFFING</p> <p>Concept and importance of staffing, Staffing as a part of Human Resource Management concept, Staffing process, Recruitment process, Selection process</p> <p>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>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of staffing. • Explain the importance of staffing • Understand the specialized duties and activities performed by Human Resource Management • Describe the steps in the process of staffing • Understand the meaning of recruitment. • Discuss the sources of recruitment. • Explain the merits and demerits of internal and external sources of recruitment. • Understand the meaning of selection. • Describe the steps involved in the process of selection. • Understand the concept of training and development. 		16	<p>LESSON 6: STAFFING</p> <p>Concept and importance of staffing, Staffing as a part of Human Resource Management concept, Staffing process, Recruitment process, Selection process</p>

		<ul style="list-style-type: none"> • Appreciate the importance of training to the organisation and to the employees. • Discuss the meaning of induction training, vestibule training, apprenticeship training and internship training. • Differentiate between training and development. • Discuss on the job and off the job methods of training. 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
August	<p>PART- A: PRINCIPLES AND FUNCTIONS OF MANAGEMENT</p> <p>LESSON 7: DIRECTING</p> <p>Concept and importance</p> <p>Elements of Directing</p> <p>Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives</p> <p>Leadership - concept, styles - authoritative, democratic and laissez faire</p> <p>Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers.</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Describe the concept of directing. • Discuss the importance of directing • Describe the various elements of directing • Understand the concept of motivation. • Develop an understanding of Maslow's Hierarchy of needs. • Discuss the various financial and non-financial incentives. • Understand the concept of leadership. • Understand the various styles of leadership. • Understand the concept of communication • Understand the elements of the communication process. 		18	<p>LESSON 7: DIRECTING</p> <p>Concept and importance</p> <p>Elements of Directing</p> <p>Motivation - concept, Maslow's hierarchy of needs, Financial and non-financial incentives</p> <p>Leadership - concept, styles - authoritative, democratic and laissez faire</p> <p>Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers.</p>

		<ul style="list-style-type: none"> • Discuss the concept of formal and informal communication. • Discuss the various barriers to effective communication. • Suggest measures to overcome barriers to communication. 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
September	REVISION				
October	LESSON 8: CONTROLLING Controlling - Concept and importance Relationship between planning and controlling, Steps in process of control	After going through this Unit, the students will be able to: <ul style="list-style-type: none"> • Understand the concept of controlling. • Explain the importance of controlling. • Describe the relationship between planning and controlling • Discuss the steps in the process of controlling. 		14	LESSON 8: CONTROLLING Controlling - Concept and importance Relationship between planning and controlling, Steps in process of control
	PART - B: BUSINESS FINANCE AND MARKETING LESSON 9: FINANCIAL MANAGEMENT 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	After going through this Unit, the students will be able to: <ul style="list-style-type: none"> • Understand the concept of financial management. • Explain the role of financial management in an organisation. • Discuss the objectives of financial management • Discuss the three financial decisions and the factors affecting them. • Describe the concept of financial planning and its objectives. 		22	LESSON 9: FINANCIAL MANAGEMENT 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>structure Fixed and Working Capital - Concept and factors affecting their requirements</p>	<ul style="list-style-type: none"> • Explain the importance of financial planning. • Understand the concept of capital structure. • Describe the factors determining the choice of an appropriate capital structure of a company. • Understand the concept of fixed and working capital. • Describe the factors determining the requirements of fixed and working capital. 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
November	<p>PART – B: BUSINESS FINANCE AND MARKETING</p> <p>LESSON 10: FINANCIAL MARKETS</p> <p>Financial Markets: Concept Money Market: Concept Capital market and its types (primary and secondary) Stock Exchange - Functions and trading procedure Securities and Exchange Board of India (SEBI) - objectives and functions</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of financial market. • Understand the concept of money market. • Discuss the concept of capital market. • Explain primary and secondary markets as types of capital market. • Differentiate between capital market and money market. • Distinguish between primary and secondary markets. • Give the meaning of a stock exchange. • Explain the functions of a stock exchange. • Discuss the trading procedure in a stock exchange. 		20	<p>LESSON 10: FINANCIAL MARKETS</p> <p>Financial Markets: Concept Money Market: Concept Capital market and its types (primary and secondary) Stock Exchange - Functions and trading procedure Securities and Exchange Board of India (SEBI) - objectives and functions</p>

		<ul style="list-style-type: none"> • Give the meaning of depository services and demat account as used in the trading procedure of securities. • State the objectives of SEBI. • Explain the functions of SEBI. 			
	<p>PART- B: BUSINESS FINANCE AND MARKETING</p> <p>LESSON 11: MARKETING MANAGEMENT</p> <p>Marketing – Concept, functions and philosophies, Marketing Mix – Concept and elements</p> <p>Product - branding, labelling and packaging – Concept</p> <p>Price - Concept, Factors determining price</p> <p>Physical Distribution – concept, components and channels of distribution</p> <p>Promotion – Concept and elements; Advertising, Personal Selling, Sales Promotion and Public Relations</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of marketing. • Explain the features of marketing. • Discuss the functions of marketing. • Explain the marketing philosophies. • Understand the concept of marketing mix. • Describe the elements of marketing mix. • Understand the concept of product as an element of marketing mix. • Understand the concept of branding, labelling and packaging. • Understand the concept of price as an element of marketing mix. • Describe the factors determining price of a product. • Understand the concept of physical distribution. • Explain the components of physical distribution. • Describe the various channels of distribution. • Understand the concept of promotion as an element of marketing mix. 		32	<p>LESSON 11: MARKETING MANAGEMENT</p> <p>Marketing – Concept, functions and philosophies, Marketing Mix – Concept and elements</p> <p>Product - branding, labelling and packaging – Concept</p> <p>Price - Concept, Factors determining price</p> <p>Physical Distribution – concept, components and channels of distribution</p>

		<ul style="list-style-type: none"> • Describe the elements of promotion mix. • Understand the concept of advertising. • Understand the concept of sales promotion. • Discuss the concept of public relations. 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
December	<p>PART – B: BUSINESS FINANCE AND MARKETING</p> <p>LESSON 12: CONSUMER PROTECTION</p> <p>Concept and importance of consumer protection THE CONSUMER PROTECTION ACT, 2019 <i>Source:</i> http://egazette.nic.in/WriteReadData/2019/210422.pdf f Meaning of consumer Rights and responsibilities of consumers Who can file a complaint? Redressal machinery</p>	<p>After going through this Unit, the students will be able to:</p> <ul style="list-style-type: none"> • Understand the concept of consumer protection. • Describe the importance of Consumer protection. • Discuss the scope of Consumer Protection Act, 2019 • Understand the concept of a consumer according to the Consumer Protection Act, 2019. • Explain the consumer rights • Understand the responsibilities of consumers • Understand who can file a complaint and against whom? • Discuss the legal redressal machinery under Consumer Protection Act, 2019. • Examine the remedies 		16	<p style="text-align: center;">LESSON 12: CONSUMER PROTECTION</p> <p>Concept and importance of consumer protection THE CONSUMER PROTECTION ACT, 2019 <i>Source:</i> 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 Consumer awareness - Role of consumer organizations and Non-</p>

	Remedies available Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs)	available to the consumer under Consumer Protection Act, 2019. <ul style="list-style-type: none"> Describe the role of consumer organizations and NGOs in protecting consumers' interests. 			Governmental Organizations (NGOs)
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January + February	REVISION				