

**JAYPEE PUBLIC SCHOOL,
GREATER NOIDA**

WEEKLY SYLLABUS

SESSION: 2024-2025

CLASS – XII

BUSINESS STUDIES

MONTH: MARCH, 2024

Content / Topic	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week
PROJECT WORK Project on Application of Principles of Management CHAPTER-2 PRINCIPLES OF MANAGEMENT	SESSION BEGINS ON 15th March, 2023	SESSION BEGINS ON 15th March, 2023	Project on Application of Principles of Management Principles of Management <ul style="list-style-type: none"> Meaning, Features & Significance of Principles of Management 	Principles of Management <ul style="list-style-type: none"> Henri Fayol “14” Principles propounded by Henri Fayol F. W. Taylor Scientific Management 	Principles of Management <ul style="list-style-type: none"> Principles & Technique propounded by F. W. Taylor Fayol v/s Taylor
Learning Objectives	To enable the students to: <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. 				
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Explain the principles of management developed by Fayol. ➤ Explain the principles of management developed by Taylor. ➤ Explain the techniques of Scientific Management. ➤ Distinguish between contribution of Fayol and Taylor. 				
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, PROJECT BOOKLET, etc.				

MONTH: APRIL, 2024

Content / Topic	1 st Week	2 nd Week	3 rd Week	4 th Week
CHAPTER-1 NATURE & SIGNIFICANCE OF MANAGEMENT CHAPTER-3 BUSINESS ENVIRONMENT	Nature & Significance of Management <ul style="list-style-type: none"> Meaning Functions Planning Organizing Staffing Directing Controlling Features Importance Objectives 	Nature & Significance of Management <ul style="list-style-type: none"> Nature of Management as Art Science Profession Levels of Management Top Middle Lower (Supervisory) 	Nature & Significance of Management <ul style="list-style-type: none"> Coordination Meaning Features Importance Business Environment <ul style="list-style-type: none"> Meaning Features 	Business Environment <ul style="list-style-type: none"> Importance Dimensions Economic Env. Social Env. Technological Env. Political Env. Legal Env. Demonetisation Meaning Features

Learning Objectives	To enable the students to: <ul style="list-style-type: none"> ❖ Understand the concept of management. ❖ Discuss the objectives of management. ❖ Describe the importance of management. ❖ Understand the role of top, middle, and lower levels of management. ❖ Discuss the concept and characteristics of coordination. ❖ Understand the concept of Business Environment. ❖ Understand the concept of demonetization.
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Explain the meaning of Effectiveness and Efficiency. ➤ Examine the nature of management as a science, art, and profession. ➤ Explain the functions of management. ➤ Explain the importance of coordination. ➤ Describe the various dimensions of Business Environment. ➤ Describe the importance of business environment. ➤ Discuss the concept of demonetization.
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.

MONTH: MAY, 2024

Content / Topic	1st Week	2nd Week	3rd Week	4th Week
CHAPTER-4 PLANNING CHAPTER-5 ORGANISING	Planning <ul style="list-style-type: none"> • Meaning • Process / Steps • Features • Merits • Limitations 	Planning <ul style="list-style-type: none"> • Types of Plans <ul style="list-style-type: none"> - Standing Plans - Single-Use Plans <ul style="list-style-type: none"> ▪ Objectives ▪ Strategy ▪ Policy ▪ Procedure ▪ Method ▪ Budget ▪ Programme 	Organising Organising <ul style="list-style-type: none"> • Meaning • Process / Steps • Importance • Structure <ul style="list-style-type: none"> - Functional - Divisional • Formal Organisation • Informal Organisation 	Organising <ul style="list-style-type: none"> • Delegation <ul style="list-style-type: none"> - Meaning - Elements - Importance • Decentralization <ul style="list-style-type: none"> - Meaning - Importance • Delegation v/s Decentralisation
Learning Objectives	To enable the students to: <ul style="list-style-type: none"> ❖ State Understand the concept of planning. ❖ Understand the limitations of planning. ❖ Describe the steps in the process of planning. ❖ Develop an understanding of single use and standing plans ❖ Understand the concept of organizing as a structure and as a process. ❖ Describe the steps in the process of organizing ❖ Describe functional and divisional structures of organisation. 			

	<ul style="list-style-type: none"> ❖ Understand the concept of formal and informal organisation. ❖ Understand the concept of delegation. ❖ Appreciate the importance of Delegation. ❖ Understand the concept of decentralisation. ❖ Differentiate between delegation and decentralisation.
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Describe the importance of planning. ➤ Describe objectives, policies, strategy, procedure, method, rule, budget, and programme as types of plans. ➤ Explain the importance of organising. ➤ Explain the advantages, disadvantages, and suitability of functional and divisional structure. ➤ Discuss the advantages, disadvantages of formal and informal organisation. ➤ Describe the elements of delegation. ➤ Explain the importance of decentralisation. ➤ Distinguish between delegation and decentralization.
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.
Lab Activity	

MONTH: JUNE, 2024

Content / Topic	1 st Week	2 nd Week	3 rd Week	4 th Week
	SUMMER VACATION	SUMMER VACATION	SUMMER VACATION	SUMMER VACATION

MONTH: JULY, 2024

Content / Topic	1 st Week	2 nd Week	3 rd Week	4 th Week
CHAPTER-6 STAFFING CHAPTER-7 DIRECTING	Staffing <ul style="list-style-type: none"> • Meaning • Importance • Human Resource Management • Staffing Process 	Staffing <ul style="list-style-type: none"> • Recruitment Sources • Selection Process • Training & Development <ul style="list-style-type: none"> - Meaning - Importance - Methods 	Directing <ul style="list-style-type: none"> • Meaning • Importance • Elements 🚦 Motivation <ul style="list-style-type: none"> - Meaning & Features - Maslow's Theory - Financial & Non-Financial Incentives 	Directing <ul style="list-style-type: none"> 🚦 Leadership <ul style="list-style-type: none"> - Meaning & Features - Styles 🚦 Communication <ul style="list-style-type: none"> - Meaning & Features - Process - Formal & Informal Communication Barriers - To Overcome Barriers
Learning Objectives	To enable the students to: <ul style="list-style-type: none"> ❖ Understand the concept of staffing. ❖ Understand the specialized duties and activities performed by Human Resource Management ❖ Understand the meaning of recruitment and discuss the sources of recruitment. ❖ Understand the meaning of selection. ❖ Understand the concept of training and development ❖ Appreciate the importance of training to the organisation and to the employees. 			

	<ul style="list-style-type: none"> ❖ Discuss on the job and off the job methods of training. ❖ Describe the concept of directing and discuss the importance of directing and describe its various elements. ❖ Understand the concept of motivation and develop an understanding of Maslow's Hierarchy of needs. ❖ Understand the concept of leadership and understand the various styles of leadership. ❖ Understand the concept of communication and understand the elements of the communication process. ❖ Discuss the various barriers to effective communication.
Expected Learning Outcomes	<p>The students will be able to:</p> <ul style="list-style-type: none"> ➤ Explain the importance of staffing and describe the steps in the process of staffing ➤ Explain the merits and demerits of internal and external sources of recruitment ➤ Describe the steps involved in the process of selection ➤ Discuss the meaning of induction training, vestibule training, apprenticeship training and internship training. ➤ Differentiate between training and development. ➤ Discuss the various financial and non-financial incentives. ➤ Discuss the concept of formal and informal communication. ➤ Suggest measures to overcome barriers to communication.
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.
Lab Activity	

MONTH: AUGUST, 2024

Content / Topic	1st Week	2nd Week	3rd Week	4th Week
CHAPTER-8 CONTROLLING CHAPTER-9 FINANCIAL MANAGEMENT	Controlling <ul style="list-style-type: none"> • Meaning • Process / Steps • Features • Importance • Planning & Controlling 	Financial Management <ul style="list-style-type: none"> • Meaning • Features • Role • Objectives 	Financial Management <ul style="list-style-type: none"> • Financial Decisions <ul style="list-style-type: none"> - Investing Decision - Financing Decision - Dividend Decision • Financial Planning <ul style="list-style-type: none"> - Meaning - Features - Objectives - importance 	Financial Management <ul style="list-style-type: none"> • Capital Structure <ul style="list-style-type: none"> - Meaning - Factors • Fixed Capital Management <ul style="list-style-type: none"> - Meaning - Factors • Working Capital Management <ul style="list-style-type: none"> - Meaning - Factors
Learning Objectives	<p>To enable the students to:</p> <ul style="list-style-type: none"> ❖ Understand the concept of controlling. ❖ Describe the relationship between planning and controlling ❖ Understand the concept of financial management. ❖ Discuss the objectives of financial Management ❖ Describe the concept of financial planning and its objectives. ❖ Understand the concept of capital structure. ❖ Understand the concept of fixed and working capital. 			

	❖ Describe the factors determining the requirements of fixed and working capital.
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Explain the importance of controlling. ➤ Discuss the steps in the process of controlling ➤ Explain the role of financial management in an organisation. ➤ Discuss the three financial decisions and the factors affecting them. ➤ Explain the importance of financial planning. ➤ Describe the factors determining the choice of an appropriate capital structure of a company.
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.
Lab Activity	

MONTH: SEPTEMBER, 2024

Content / Topic	1 st Week	2 nd Week	3 rd Week	4 th Week
CHAPTER-10 FINANCIAL MARKETS	Financial Markets <ul style="list-style-type: none"> • Meaning & Functions • Types <ul style="list-style-type: none"> - Money Market - Capital Market • Money Market <ul style="list-style-type: none"> - Meaning & Features - Instruments 	Half Yearly Examination	Half Yearly Examination	Half Yearly Examination
Learning Objectives	To enable the students to: <ul style="list-style-type: none"> ❖ Understand the concept of financial market. ❖ Understand the concept of money market. ❖ Explain primary and secondary markets as types of capital market. ❖ Differentiate between capital market and money market. ❖ Distinguish between primary and secondary markets. 			
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Explain the concept of money market. ➤ Distinguish between primary markets and secondary markets. ➤ Enlist and explain Money Market Instruments. 			
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.			
Lab Activity				

MONTH: OCTOBER, 2024

Content / Topic	1 st Week	2 nd Week	3 rd Week	4 th Week
CHAPTER-10	Financial Markets <ul style="list-style-type: none"> • Capital Market 	Financial Markets <ul style="list-style-type: none"> • Stock Exchange 	Marketing Management <ul style="list-style-type: none"> • Marketing Mix • Product Mix 	Marketing Management <ul style="list-style-type: none"> • Place Mix - Concept

FINANCIAL MARKETS CHAPTER-11 MARKETING MANAGEMENT	<ul style="list-style-type: none"> - Meaning & Features - Types of Capital Market <ul style="list-style-type: none"> ▪ Primary Market ▪ Secondary Market • Stock Exchange - Meaning & Function - Trading Procedure 	<ul style="list-style-type: none"> - Depository System - DEMAT Account • S.E.B.I. - Functions - Objectives Marketing Management • Meaning & Features • Functions • Philosophies 	<ul style="list-style-type: none"> - Branding - Packaging - Labelling • Price Mix - Concept - Factors Determining Pricing 	<ul style="list-style-type: none"> - Components - Channels • Promotion Mix - Concept - Elements <ul style="list-style-type: none"> ▪ Advertising ▪ Personal Selling ▪ Sales Promotion ▪ Public Relations
Learning Objectives	To enable the students to: <ul style="list-style-type: none"> ❖ Differentiate between capital market and money market and distinguish between primary and secondary markets. ❖ Give the meaning of a stock exchange. ❖ Give the meaning of depository services and DEMAT account as used in the trading procedure of securities. ❖ State the objectives of SEBI. ❖ Understand the concept of marketing and explain the features of marketing. ❖ Discuss the functions of marketing and 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. ❖ Understand the concept of physical distribution and describe the various channels of distribution. ❖ Understand the concept of promotion as an element of marketing mix. ❖ Understand the concept of advertising and understand the concept of sales promotion. 			
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Explain the functions of a stock exchange. ➤ Discuss the trading procedure in a stock exchange ➤ Explain the functions of SEBI. ➤ Explain the marketing philosophies. ➤ Describe the factors determining price of a product. ➤ Explain the components of physical distribution. ➤ Describe the elements of promotion mix and discuss the concept of public relations. 			
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.			
Lab Activity				

MONTH: NOVEMBER, 2024

Content / Topic	1 st Week	2 nd Week	3 rd Week	4 th Week
CHAPTER-12 CONSUMER PROTECTION	Consumer Protection <ul style="list-style-type: none"> • Concept • Importance 	Consumer Protection	REVISION	PRE-BOARD Examination

	<ul style="list-style-type: none"> • The Consumer Protection Act, 2019 - Meaning of Consumer - Rights of Consumers - Responsibilities of Consumers - Who can file a complaint? - Redressal Machinery - Remedies Available 	<ul style="list-style-type: none"> • Consumer Organisations and NGOs <p>REVISION</p>		
Learning Objectives	To enable the students to: <ul style="list-style-type: none"> ❖ Understand the concept of consumer protection. ❖ Discuss the scope of Consumer Protection Act, 2019 ❖ Understand the concept of a consumer according to the Consumer Protection Act, 2019. ❖ Understand the responsibilities of consumers ❖ Understand who can file a complaint and against whom? 			
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Describe the importance of consumer protection. ➤ Explain the consumer rights ➤ Discuss the legal redressal machinery under Consumer Protection Act, 2019. ➤ Examine the remedies available to the consumer under Consumer Protection Act, 2019. ➤ Describe the role of consumer organizations and NGOs in protecting consumers' interests. 			
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.			

MONTH: DECEMBER, 2024

Content / Topic	1st Week	2nd Week	3rd Week	4th Week
REVISION	PRE-BOARD Examination	REVISION	REVISION	PRE-BOARD Examination
Learning Objectives	To enable the students to: <ul style="list-style-type: none"> ❖ Revise the Syllabus. 			
Expected Learning Outcomes	The students will be able to: <ul style="list-style-type: none"> ➤ Solve Question Paper in Examination. 			
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.			

MONTH: JANUARY, 2025

Content / Topic	1st Week	2nd Week	3rd Week	4th Week
REVISION	PRE-BOARD Examination	CBSE Practical Examination REVISION	CBSE Practical Examination REVISION	CBSE Practical Examination REVISION
Learning Objectives	To enable the students to:			

	❖ Revise the Syllabus
Expected Learning Outcomes	The students will be able to: ➤ Solve Question Paper in Examination
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.
Lab Activity	

MONTH: FEBRUARY, 2025

Content / Topic	1st Week	2nd Week	3rd Week	4th Week
REVISION	CBSE Practical Examination REVISION	CBSE Practical Examination REVISION	REVISION	REVISION
Learning Objectives	To enable the students to: ❖ Revise the Syllabus.			
Expected Learning Outcomes	The students will be able to: ➤ Solve Question Paper in Examination.			
Teaching Aids / Resources	PPT's, Computerized Notes, You-Tube Videos, Text-Book, e-Book, Case-Study Questions, Previous Years' Board Questions, MIND-MAPS, Quiz, Worksheets, Sample Papers, etc.			

MONTH: MARCH, 2025

Content / Topic	1st Week	2nd Week	3rd Week	4th Week
	CBSE Board Examination	CBSE Board Examination	CBSE Board Examination	CBSE Board Examination