



DELHI PUBLIC SCHOOL (JOKA) SOUTH KOLKATA
SYLLABUS - 2020 -2021
CLASS – XII
BUSINESS STUDIES

Examinations	Topic/Chapters
<u>PERIODIC TEST -I</u>	1. Nature and significance of management 2. Principles of management 4. Planning 5. Organising 6. Staffing
<u>MIDTERM EXAMINATION</u>	1. Nature and significance of management 2. Principles of management 3. Business Environment 4. Planning 5. Organising 6. Staffing 7. Directing 8. Controlling 12. Consumer Protection PROJECT WORK
<u>PERIODIC TEST -II</u>	9. Financial Management 10. Financial Market 11. Marketing Management

**** IN CBSE CLASS - XII EXAMINATION THE ENTIRE YEAR'S SYLLABUS WILL BE ASSESSED.**

TOPICS DELETED

Part A: Principles and Functions of Management

Unit 3: Business Environment: Demonetization - concept
Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India

Unit 4: Planning: Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme

Unit 5: Organising: Formal and informal organisation- concept

Unit 6: Staffing: Staffing as a part of Human Resource Management concept

Unit 7: Directing: barriers to effective communication, how to overcome the barriers

Unit 8: Controlling: Relationship between planning and controlling

Part B: Business Finance and Marketing

Unit 11: Marketing Physical Distribution – components and channels of distribution

Unit 12: Consumer Protection Consumer Protection: importance
Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs)