

## ROAD MAP FOR CLASS XII BUSINESS STUDIES

### 1. Subject: BUSINESS STUDIES

### 2. Objectives:

- To inculcate business attitude and develop skills among students to pursue higher education, world of work including self employment.
- To develop students with an understanding of the processes of business and its environment;
- To acquaint students with the dynamic nature and inter-dependent aspects of business;
- To develop an interest in the theory and practice of business, trade and industry;
- To familiarize students with theoretical foundations of the process of organizing and managing the operations of a business firm;
- To help students appreciate the economic and social significance of business activity and the social cost and benefits arising there from;
- To acquaint students with the practice of managing the operations and resources of business;
- To enable students to act more effectively and responsibly as consumers, employers, employees and citizens;

### 3. Month wise division of syllabus:

Unit no.	Name of the unit	Month
1. Principles and functions of management(Part A)	Nature and significance of management Principles of management	April & May
2. Principles and functions of management(Part A)	Business Environment Planning	July
3. Principles and functions of management(Part A)	Organising Staffing	July & August
4. Principles and functions of management(Part A)	Directing Controlling	August & October
5. Business Finance and Marketing(Part B)	Financial Management Marketing management	October & November
6. Business Finance and Marketing(Part B)	Financial Market Consumer protection	November

### 4. Scheme of assessment & weightage:

Sr. No.	Assessment Cycle	Month of Assessment	Mode of Assessment	Weightage
1	PT1	May	Pen paper Test	40
2	PT2	July/August	Pen paper Test	40
3	Half YEARLY	September	Pen paper Test	80
4	PT3	October/November	Pen paper Test	40
5	PT4 (PAT)	December	Pen paper Test	80
6	Pre Boards	January	Pen paper Test	80

**Note: Paper pen tests will consist of VSA, SA, LA, Case Based, LOTs, HOTs questions of 1, 3 ,5 & 6 marks weightage**

#### **5. Syllabus for periodic tests:**

- Periodic -I (May) chapter 1,2 and 3
- Periodic -II (September first week ) UNIT 4 TO 7 to be covered & UNIT 1 to 7 for testing
- Periodic -III (November) UNIT 8,9 and 10 to be covered (Full Syllabus to be evaluated in PAT)

Full Syllabus in Pre Board examination

#### **6. Chapter wise/ unit wise allocation of marks:**

Units	Topic	Marks
Part A	<b>Principles and Functions of Management</b>	
1.	Nature and Significance of Management	16
2.	Principles of Management	
3.	Business Environment	
4.	Planning	14
5.	Organising	
6.	Staffing	20
7.	Directing	
8.	Controlling	

	Total	50
Part B	<b>Business finance and marketing</b>	
9.	Financial management	15
10.	Financial Market	
11.	Marketing management	15
12.	Consumer protection	
	Total	30
Part C	Project work(one)	20

**7. Project work:** Students are supposed to select one unit out of four and are required to make only ONE project from the selected unit. (Consist of one project of 20 marks)

1. Elements of Business Environment
2. Principles of Management
3. Stock Exchange
4. Marketing

Following essentials are required to be fulfilled for its preparation and submission.

1. The total length of the project will be of 25 to 30 pages.

2. The project should be handwritten.

3. The project should be presented in a neat folder.

4. The project report should be developed in the following sequence-

λ Cover page should include the title of the Project, student information, school and year

λ List of contents.

λ Acknowledgements and preface (acknowledging the institution, the places visited and the persons who have helped).

λ Introduction.

λ Topic with suitable heading.

λ Planning and activities done during the project, if any.

λ Observations and findings of the visit.

λ Conclusions (summarized suggestions or findings, future scope of study).

λ Photographs (if any).

λ Appendix

λ Teacher's observation.

λ Signatures of the teachers.

λ At the completion of the evaluation of the project, it should be punched in the centre so that the report may not be reused but is available for reference only.

λ The project will be returned after evaluation. The school may keep the best projects.

### **ASSESSMENT**

Allocation of Marks = 20 Marks The marks will be allocated under the following heads:

1.	Initiative, cooperativeness and participation	2 Mark
2.	Creativity in presentation	2 Mark
3.	Content, observation and research work	4 Marks
4.	Analysis of situations	4 Marks
5.	Viva	8 Marks
	<b>Total</b>	<b>20 Marks</b>

### **8. Internal Assessment Break-up:**

<b>Sr. No.</b>	<b>Type of Assessment</b>	<b>Mode of Assessment</b>	<b>Weightage</b>
1	Periodic Test	Pen paper Test	5
2	Multiple Assessment	Assessment through different modes to assess various competencies	5
3	Enrichment Activity	Assessment through different activities	5
4	Portfolio	Journals/Notebook/Assignments/Worksheets/Trans-Disciplinary Project	5

### **9. Prescribed books:**

Business studies Part A (Principles and functions of management)- NCERT

Business Studies Part B(Business finance and marketing) – NCERT

### **Additional reference book :**

Sandeep Garg / Poonam Gandhi