

Syllabus

BUSINESS STUDIES (Code No. 054)

CLASS XII - TERM-WISE CURRICULUM (2021- 22)

TERM-II

Theory: 40 Marks

2 Hours

Units		Periods	Marks
Part A :	Principles and Functions of Management		
6.	Staffing	13	20
7.	Directing	09	
8.	Controlling	07	
Total		29	20
Part B :	Business Finance and Marketing		
9.	Financial Management	20	15
10.	Financial Markets	18	
12.	Consumer Protection	05	05
Total		43	20
Part C :	Project Work	30	20

PART A : PRINCIPLES AND FUNCTIONS OF MANAGEMENT

Unit 6: Staffing

Concept	After going through this unit, the student/ learner would be able to:
Staffing: Concept and importance	<ul style="list-style-type: none"> Understand the concept of staffing. Explain the importance of staffing.
Staffing process	<ul style="list-style-type: none"> Describe the steps in the process of staffing
Recruitment process	<ul style="list-style-type: none"> Understand the meaning of recruitment. Discuss the sources of recruitment.
Selection-process	<ul style="list-style-type: none"> Understand the meaning of selection. Describe the steps involved in the process of selection.
Training and Development- Concept and importance, Methods of training-on the job and off the job-vestibule training, apprenticeship training and internship training	<ul style="list-style-type: none"> Understand the concept of training and development. Appreciate the importance of training to the organisation and to the employees. Discuss on the job and off the job methods of training. Discuss the meaning of vestibule training, apprenticeship training and internship training. Differentiate between training and development.

Unit 7: Directing

Directing: Concept and importance	<ul style="list-style-type: none">• Describe the concept of directing.• Discuss the importance of directing
Elements of Directing	<ul style="list-style-type: none">• Describe the various elements of directing
Motivation-concept, Maslow's hierarchy of needs, Financial and non-financial incentives	<ul style="list-style-type: none">• Understand the concept of motivation.• Develop an understanding of Maslow's Hierarchy of needs.• Discuss the various financial and non-financial incentives.
Leadership-concept, styles-authoritative, democratic and laissez faire	<ul style="list-style-type: none">• Understand the concept of leadership.• Understand the various styles of leadership.
Communication-concept, formal and informal communication	<ul style="list-style-type: none">• Understand the concept of communication• Understand the elements of the communication process.• Discuss the concept of formal and informal communication.

Unit 8: Controlling

Controlling - Concept and importance	<ul style="list-style-type: none">• Understand the concept of controlling.• Explain the importance of controlling.
Steps in process of control	<ul style="list-style-type: none">• Discuss the steps in the process of controlling.

PART B : BUSINESS FINANCE AND MARKETING

Unit 9: Financial Management

Financial Management: Concept, role and objective	<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
Financial decisions: investment, financing and dividend- Meaning and factors affecting	<ul style="list-style-type: none">• Discuss the three financial decisions and the factors affecting them.
Financial Planning-concept and importance	<ul style="list-style-type: none">• Describe the concept of financial planning and its objectives.• Explain the importance of financial planning.
Capital Structure-Concept and factors affecting capital structure	<ul style="list-style-type: none">• Understand the concept of capital structure.• Describe the factors determining the choice of an appropriate capital structure of a company.
Fixed and Working Capital-Concept and factors affecting their requirements	<ul style="list-style-type: none">• Understand the concept of fixed and working capital.• Describe the factors determining the requirements of fixed and working capital.

Unit 10: Financial Markets

Financial Markets: Concept, Functions and Types	<ul style="list-style-type: none">• Understand the concept of financial market.• Explain the functions of financial market.• Understand capital market and money market as types of financial markets.
Money market and its instruments	<ul style="list-style-type: none">• Understand the concept of money market.• Describe the various money market instruments.
Capital market and its types (primary and secondary), methods of floatation in the primary market.	<ul style="list-style-type: none">• Discuss the concept of capital market.• Explain primary and secondary markets as types of capital market.• Differentiate between capital market and money market.• Discuss the methods of floating new issues in the primary market.• Distinguish between primary and secondary markets.
Stock Exchange-Meaning, functions and trading procedure	<ul style="list-style-type: none">• Give the meaning of a stock exchange.• Explain the functions of a stock exchange.• Discuss the trading procedure in a stock exchange.• Give the meaning of depository services and demat account as used in the trading procedure of securities.
Securities and Exchange Board of India (SEBI)- objectives and functions	<ul style="list-style-type: none">• State the objectives of SEBI.• Explain the functions of SEBI.

Unit 12: Consumer Protection

Consumer Protection: Concept	<ul style="list-style-type: none">• Understand the concept of consumer protection.
Consumer protection Act, 2019: Source: 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.	<ul style="list-style-type: none">• 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 available to the consumer under Consumer protection Act, 2019.

PART C: PROJECT WORK

30 Periods