

CHOITHRAM SCHOOL, MANIK BAGH, INDORE

ANNUAL CURRICULUM PLAN SESSION 2017 – 2018

CLASS: XII

SUBJECT: BUSINESS OPERATIONS AND ADMINISTRATION

MONTH & WORKING DAYS	Theme/ Sub-theme	Learning Objectives		Activities &Resources	Expected Learning Outcomes	Assessment
		Subject Specific (Content Based)	Behavioural (Application based)			
MARCH & April 28 days	INTRODUCTION TO MANAGEMENT	<ul style="list-style-type: none"> To understand the concept of Management. To analyse the Importance of Management. To know the characteristics of Management. To understand Functions of Management. To Differentiate between Management and Administration. 	<ul style="list-style-type: none"> To develop in students 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 organizing, managing and handling 	Case studies Video on levels of management	After completion of this chapter students will be able to: <ul style="list-style-type: none"> To understand the concept and importance of Management. To know the characteristics of Management. To follow Functions of Management. To Differentiate between Management and Administration. To manage their routine activities Become organized 	Questions on case study

			<p>operations of a business firm</p> <ul style="list-style-type: none"> • To acquaint students with the practice of managing the operations and resources of business • To prepare students to function more effectively as a manager. • To help students in making the transition from school to the world of work including self employment. 			
MARCH & April 28 days	CONCEPT OF MANAGEMENT	<ul style="list-style-type: none"> • State the meaning, nature and significance of principles of management • 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 	<ul style="list-style-type: none"> • Students will be able to correlate how principles are applicable in daily life. • Students will understand the difference between operational and management jobs. • Students will learn to work in team. • Students will know the importance of being disciplined and systematic. • Students will be able to define authority and 	Industrial Visit- fayol's principles of management	<p>After completion of this chapter students will :</p> <ul style="list-style-type: none"> • State the meaning, nature and significance of management principles. • Understand the difference between operational and managerial jobs. • Apply Fayol's principles in their routine work. • Understand the importance of having 	Report on industrial visit

		<p>contributions of fayol and taylor.</p> <ul style="list-style-type: none"> • To know the Nature of Management. • To understand the Concepts and Thoughts of Management. • To know about Classical, Neo Classical and Scientific Management. 	<p>responsibility relationship.</p> <ul style="list-style-type: none"> • Initiative • Cooperation and equity. 		<p>parity in authority and responsibility.</p> <ul style="list-style-type: none"> • Students will inculcate values like cooperation, initiative, discipline, team work, etc. Amongst them. 	
JUNE 14 days	FUNCTIONS OF MANAGEMENT	<p>To know the Meaning and Significance of Functions of Management:</p> <p>Planning. Organising Staffing. Directing. Coordinating. Controlling.</p>	<ul style="list-style-type: none"> • Students will understand the importance of effective planning • Identify their goal and objectives properly • Plan the strategies to achieve their objectives • Time management • Research and development • Being futuristic • Innovation • Opportunity seeking • creativity • Collaboration • To think from society point of view also • Awareness of changes in business environment 	Video on functions of management and case study	<ul style="list-style-type: none"> • Students will learn: • The concepts and meaning of planning • features and importance of planning • limitations of planning • to identify different types of plans • to work in team • time management • being innovative and creative • to become an opportunity seeker • to make their own rules and regulations • the concept of organising. • The process of organising. • The importance of 	Questions on Case study

			<ul style="list-style-type: none"> • Problem solving • Able to make their own rules and regulations • Effective management. • Importance of Freedom of work. • Students will learn how to utilise physical and human resources effectively. • Students will learn to Work systematically i.e., in organised way. • Sharing • Developing communication skills. 		<p>organising.</p> <ul style="list-style-type: none"> • The meaning, advantages and disadvantages of functional organisation. • The meaning, advantages and disadvantages of divisional organization • The meaning, advantages and disadvantages of formal and informal organisation. • To distinguish between formal and informal organisation. • The concept of delegation and decentralisation. • Describe the importance of delegation and decentralisation. • Distinguish between delegation and decentralisation. 	
JULY 21 days	COMMUNICAT ION	<ul style="list-style-type: none"> • To know the meaning and Definition of Communication. • To analyse the significance of 	<ul style="list-style-type: none"> • Risk handling. • Removal of barriers in effective communication. • Improving 	Video on non-verbal communication	<ul style="list-style-type: none"> • To understand the meaning and definition of and importance of Communication. • To understand 	Performan ce during the activity

		<p>Communication.</p> <ul style="list-style-type: none"> • To know different types of Communication. • To enlist the features of Effective Communication. • To identify the hurdles of Communication. 	<p>communication skills.</p> <ul style="list-style-type: none"> • Creation of goodwill • Less conflicts 	activity on effective communication	<p>different types of Communication.</p> <ul style="list-style-type: none"> • To enlist the features of Effective Communication. • To identify the barriers in effective Communication. • To reduce stress by reducing conflicts. • To understand how verbal and non-verbal communication plays a very important role in business and day to day life. 	
AUGUST 19 days	MOTIVATION	<ul style="list-style-type: none"> • To explain the meaning and definition of management. • To understand the significance of Motivation. • To know about the types of Motivation. • To understand various motivational theories propounded by management scholars. • To analyse the difference between Motivation and Inspiration. 	<ul style="list-style-type: none"> • Learn to motivate others • Initiation • Cooperation • Creation of zeal and enthusiasm to work willingly. • To analyse the impact of financial and non-financial incentives through which managers motivate their employees. • Recognition • Positive learning behavior 	Case study on maslow's theory of motivation	<p>After completion of this chapter students will be able to:</p> <ul style="list-style-type: none"> • Understand the meaning of motivation and its importance in business management. • Understand different theories of motivation and its application to motivate employees in an organization. • Analyse the difference between motivation and inspiration 	Responses during analysis of case study

SEPTEMBER 20 days	leadership	<ul style="list-style-type: none"> To know the meaning, definition and importance of Leadership. To understand the types of Leaders. To identify the Characteristics of a Good Leader. To know Leadership Styles. 	<ul style="list-style-type: none"> Integrity Respect regardless of differences Motivation Team spirit Freedom of expressions 	Role play Activity on types of leadership styles	After completion of this chapter students will be able to: <ul style="list-style-type: none"> To understand the meaning, definition and importance of Leadership. To enlist different the types of Leaders. To identify the features of Good Leader. To know different Leadership Styles followed by different leaders. 	Performance during the role play activity
OCTOBER 08 days	SOCIAL RESPONSIBILITY OF BUSINESS	<ul style="list-style-type: none"> To understand the relatedness of Business and Society. To know the Concept of Social Responsibility. To evaluate the relevance of Social Responsibility. Corporate Social Responsibility 	<ul style="list-style-type: none"> Relatedness of business and society. Contribution of business in the development of society. Respecting cultural values. Respecting business and societal ethics. Fulfillment of legal responsibility. 	Students will prepare ppt in groups on CSR activities of corporates	After completion of this chapter students will be able to: <ul style="list-style-type: none"> Understand the concept and relevance of Corporate Social Responsibility. Analyse the impact of business activities on society and vice versa. Understand the legal aspects of performing CSR. Analyse the relevance of societal values and norms. 	PPT presentation
NOVEMBER	INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> To know the meaning, Definition and 	<ul style="list-style-type: none"> Increase in consumer awareness. 	video	After completion of this chapter students will be able	assignment

18 days	AND BUSINESS	<p>Importance of Information Technology.</p> <ul style="list-style-type: none"> • To understand the impact of using Information Technology in Functional Areas of Business. • To understand Scope of E-business. • To evaluate the merits and demerits of E-business 	<ul style="list-style-type: none"> • Techno friendly. • Healthy promotion of products. • Mitigating the cyber laws. 		<p>to:</p> <ul style="list-style-type: none"> • Understand the possible ways to promote the products. • Understand the ways to expand market share. • Become techno friendly. • Understand the relevance of using information technology in business. • Evaluate the merits and limitations of e-business. • Evaluate how e-business differs from traditional business. 	
DECEMBER 12 days	Project work	<ul style="list-style-type: none"> • Prepare a project report on the online retail business firms in India. • List out in detail the environment hazards caused by the firms in your nearby/local areas. • Role play on comprehending the concept of Motivation based on a case study. 				

