

**CHOITHRAM SCHOOL, MANIK BAGH, INDORE**

**ANNUAL CURRICULUM PLAN SESSION 2017-18**

**TARGET GROUP: CLASS/LEVEL-XII**

**SUBJECT AREAS: BUSINESS STUDIES**

Month Working days	Theme/ Sub-theme	Learning Objectives		Activity & Resources	Expected learning outcome	Assessment
		Specific (content based)	Behavioral ( Application based)			
March (13)	<p><b>1.Management</b></p> <ul style="list-style-type: none"> <li>• Concept , Feature of management</li> <li>• Objectives of Management</li> <li>• Importance of Management</li> <li>• Nature of Management</li> <li>• Levels of Management</li> <li>• Functions of Management</li> <li>• Co-ordination – Concept , Nature</li> </ul> <p><b>2. Principles of management</b></p> <ul style="list-style-type: none"> <li>• Concept ,Nature and significance of principles of management</li> <li>• Taylor’s Scientific Management</li> <li>• Principles of scientific management</li> <li>• Techniques of Scientific management</li> </ul> <p>(cont)</p>	<p>After studying this chapter, Children will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the concept of management.</li> <li>• Explain the meaning of ‘Effectiveness ’ and ‘Efficiency’.</li> <li>• Discuss the objectives of management .</li> <li>• Describe the importance of management.</li> <li>• Examine the nature of management as science, art and profession.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how to manage human and physical resources effectively.</li> <li>• They will learn the importance of coordination and cooperation in different aspects of life.</li> <li>• They will come to know about different levels operating in organisation and relative importance of each level.</li> </ul>	<p>Project Work (Visiting any industry )</p> <p>Videos on management as an art, science and profession. Videos on principles of management.</p> <hr/> <ul style="list-style-type: none"> <li>• Text book page</li> <li>• Summery chart of the lesson</li> </ul>	<p><b>Students would understand :</b></p> <ul style="list-style-type: none"> <li>• The importance of management and its application in daily life.</li> <li>• Features of management</li> <li>• Nature of management as science, art and profession.</li> <li>• Role and importance of top, middle and lower level.</li> <li>• Significance and features of coordination</li> </ul>	<p>Home assignment Work Sheet Class Test</p>

<p>April (15)</p>	<p>Fayol 's Principles of management</p>	<ul style="list-style-type: none"> <li>• Classify the different levels of management.</li> <li>• Understand the role of top, middle and lower levels of management.</li> <li>• Explain the functions of management.</li> <li>• Discuss the concept and characteristics of coordination.</li> <li>• Explain the importance of coordination</li> <li>• State the meaning, nature and significance of principles of management</li> <li>• Understand the concept of principles of management.</li> <li>• Explain the significance of</li> </ul>	<ul style="list-style-type: none"> <li>• Be meticulous</li> <li>• Students will be able to correlate how principles are applicable in daily life.</li> <li>• Students will understand the difference between operational and management jobs.</li> <li>• Students will learn to work in team.</li> <li>• Students will know the importance of being disciplined and systematic.</li> <li>• Students will be able to define authority and responsibility relationship</li> </ul>		<p>.</p> <ul style="list-style-type: none"> <li>• Different functions of management</li> </ul> <p>After completion of this chapter students will :</p> <ul style="list-style-type: none"> <li>• State the meaning, nature and significance of management principles.</li> <li>• Understand the difference between operational and managerial jobs.</li> <li>• Apply Fayol's principles in their routine work.</li> <li>• Understand the importance of having parity in</li> </ul>	<p>Home assignment Worksheet</p>
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	<p><b>Business Environment</b></p> <ul style="list-style-type: none"> <li>• Meaning of Business Environment</li> <li>• Importance of Business Environment</li> <li>• Dimensions of business environment</li> <li>• Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India.</li> </ul>	<p>management principles.</p> <ul style="list-style-type: none"> <li>• Discuss the principles of management developed by fayol.</li> <li>• Explain the principles and techniques of scientific management.</li> </ul> <p>Compare the contributions of fayol and taylor</p> <p>After studying the lesson:</p> <ul style="list-style-type: none"> <li>• To explain the meaning of business environment.</li> <li>• To discuss the importance of business environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Students will understand different forces of environment which affect the business.</li> <li>• Students will understand different factors of environment which will affect the business.</li> <li>• Give examples from real life of factors which will</li> </ul>	<p>Project work Text book Case studies from reference book</p>	<p>authority and responsibility.</p> <ul style="list-style-type: none"> <li>• Students will inculcate values like cooperation, initiative, discipline, team work, etc. Amongst them.</li> </ul> <p>Able to understand and explain the importance of business environment.</p> <ul style="list-style-type: none"> <li>• Classify them as general and specific forces.</li> <li>• Describe the various elements of business environment .</li> <li>• Examine the impact of</li> </ul>	
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		<ul style="list-style-type: none"> <li>• To describe the various elements of business environment.</li> <li>• To classify them as general and specific forces.</li> <li>• To understand the new economic policy.</li> <li>• To examine the economic environment in India and the impact of Government policies on business and industries</li> </ul>	<p>affect the business.</p> <ul style="list-style-type: none"> <li>• Economic growth.</li> <li>• Importance of rules , laws and regulation</li> <li>• Being ethical</li> <li>• Social development</li> </ul>		<p>Government policy on the economy of the country.</p> <ul style="list-style-type: none"> <li>• Realize the importance of social and economic development</li> <li>• Learn to be ethical</li> </ul>	
June 14	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Meaning,Importance,Features Limitations,</li> <li>• Planning Process</li> <li>• Types of Planning</li> </ul>	<p>Student will able to learn</p> <p>State the meaning of planning</p> <ul style="list-style-type: none"> <li>• Describe the features and importance of planning</li> <li>• Explain the limitations of planning</li> <li>• Analyse the</li> </ul>	<ul style="list-style-type: none"> <li>• Students will understand the importance of effective planning</li> <li>• Identify their goal and objectives properly</li> <li>• Plan the strategies to achieve their objectives</li> <li>• Time management</li> </ul>	<p>Text book page</p> <ul style="list-style-type: none"> <li>• Summery chart of</li> </ul>	<ul style="list-style-type: none"> <li>• The concepts and meaning of planning</li> <li>• features and importance of planning</li> <li>• limitations of planning</li> <li>• to identify different</li> </ul>	Class test

		<p>steps in planning process</p> <ul style="list-style-type: none"> <li>Identify the different type of plans</li> <li>Differentiate between different types of plans</li> </ul>	<ul style="list-style-type: none"> <li>Research and development</li> <li>Being futuristic</li> <li>Innovation</li> <li>Opportunity seeking</li> <li>creativity</li> <li>Collaboration</li> <li>To think from society point of view also</li> <li>Awareness of changes in business environment</li> <li>Problem solving</li> <li>Able to make their own rules and regulations</li> </ul>	the lesson	<p>types of plans</p> <ul style="list-style-type: none"> <li>to work in team</li> <li>time management</li> <li>being innovative and creative</li> <li>to become an opportunity seeker</li> <li>to make their own rules and regulations</li> </ul>	
June	<p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>Concept , Steps in the Process of Organising</li> <li>Importance of Organizing</li> <li>Organizational Structure</li> <li>Types of Organizational Structure</li> <li>Formal and Informal Structure</li> <li>Delegation and its elements</li> <li>Importance of delegation</li> <li>Decentralization</li> </ul>	<ul style="list-style-type: none"> <li>Explain the concept of organising.</li> <li>Explain the process of organising.</li> <li>Describe the importance of organising.</li> <li>Explain the meaning, advantages and disadvantages of functional</li> </ul>	<ul style="list-style-type: none"> <li>Effective management.</li> <li>Importance of Freedom of work.</li> <li>Students will learn how to utilise physical and human resources effectively.</li> <li>Students will learn to Work systematically i.e., in organised</li> </ul>	<p>Making Organisationl hierarchy of the oranisation they visited as a part of their project</p> <ul style="list-style-type: none"> <li>Text book page</li> <li>Summery chart of the lesson</li> </ul>	<p>Explain the concept of organising.</p> <ul style="list-style-type: none"> <li>Explain the process of organising.</li> <li>Describe the importance of organising.</li> <li>Explain the meaning, advantages and disadvantages of functional organisation.</li> </ul>	

		<p>organisation.</p> <ul style="list-style-type: none"> <li>• Explain the meaning, advantages and disadvantages of divisional organization</li> <li>• Explain the meaning, advantages and disadvantages of formal and informal organisation.</li> <li>• Distinguish between formal and informal organisation.</li> <li>• Explain the concept of delegation and decentralisation.</li> <li>• Describe the importance of delegation and decentralisation. Distinguish between delegation and decentralisation</li> </ul>	<p>way.</p> <ul style="list-style-type: none"> <li>• Sharing</li> <li>• Developing communication skills.</li> <li>• flexibility, Autonomy</li> </ul>		<ul style="list-style-type: none"> <li>• Explain the meaning, advantages and disadvantages of divisional organization</li> <li>• Explain the meaning, advantages and disadvantages of formal and informal organisation.</li> <li>• Distinguish between formal and informal organisation.</li> <li>• Explain the concept of delegation and decentralisation.</li> <li>• Describe the importance of delegation and decentralisation.</li> <li>• Distinguish between delegation and decentralisation.</li> </ul>	
July 21	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Meaning, Need and Importance of Staffing, Staffing as part of Human Resource Management, Evolution</li> </ul>	<p>After studying the chapter Children will learn to</p> <ul style="list-style-type: none"> <li>• Define staffing;</li> <li>• Establish its</li> </ul>	<ul style="list-style-type: none"> <li>• Student will understand the importance of humans as a resource for</li> </ul>	Showing Vidoes	<ul style="list-style-type: none"> <li>• Know the meaning of staffing.</li> <li>• Understand the need and</li> </ul>	Home assignment

	<p>of HRM, Staffing Process, Recruitment</p> <ul style="list-style-type: none"> <li>• Sources of Recruitment, Process of Selection, Training and Development, Training Methods</li> </ul> <p><b>DIRECTING</b></p> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Importance of Directing</li> <li>• Principles of Directing</li> <li>• Elements of Directing</li> <li>• Supervision, Motivation, Leadership</li> <li>• Communication , Barriers to Communication</li> <li>• Improving Communication Effectiveness</li> </ul>	<p>relationship with Human Resource Management</p> <ul style="list-style-type: none"> <li>• State the need and importance of staffing;</li> <li>• Describe the steps in the staffing process;</li> <li>• State the meaning of recruitment and selection;</li> <li>• Identify important sources of recruitment;</li> <li>• Describe the steps in the selection process</li> <li>• Appreciate the need of training and development; and</li> <li>• Explain various on the job and off the job methods of training.</li> </ul>	<p>production of employment</p> <ul style="list-style-type: none"> <li>• Creation of employment</li> <li>• Understanding human relationship</li> <li>• Social Security</li> <li>• Recognition, Human development</li> <li>• Economic development.</li> <li>• Accuracy and more proficiency</li> <li>• Knowledge about different training methods</li> <li>• Become aware of selection process.</li> </ul>	<p>Story Telling</p> <p>Text book page</p> <ul style="list-style-type: none"> <li>• Summery chart of the lesson</li> </ul> <p>Black Board</p>	<p>importance of staffing.</p> <ul style="list-style-type: none"> <li>• List and explain the steps in staffing process.</li> <li>• State the meaning of recruitment and selection</li> <li>• Identify and explain the different sources of recruitment.</li> <li>• Understand the need for Training and development.</li> <li>• Various on the job and off the job methods of training.</li> </ul>	<ul style="list-style-type: none"> <li>• After completion of this chapter students will:</li> <li>• Know the concept of</li> </ul>
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<p>July</p>	<p><b>DIRECTING</b></p> <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Importance of Directing</li> <li>• Principles of Directing</li> <li>• Elements of Directing</li> <li>• Supervision, Motivation, Leadership</li> <li>• Communication , Barriers to Communication</li> <li>• Improving Communication Effectiveness</li> </ul>	<p>After studying this chapter, student should be able to:</p> <ul style="list-style-type: none"> <li>• Explain the concept of directing and its importance in business organisations;</li> <li>• Understand the principles guiding directing process; Explain the meaning of supervision and its importance;</li> <li>• Explain the meaning of</li> </ul>		<ul style="list-style-type: none"> <li>• Text book page</li> <li>• Summery chart of the lesson</li> </ul>	<p>directing and its importance in business organisations;</p> <ul style="list-style-type: none"> <li>• Understand the principles guiding directing process</li> <li>• Explain the meaning of supervision and its importance;</li> <li>• Explicate the meaning of motivation and its importance in business management;</li> <li>• Understand and explain Maslow’s theory of hierarchy of needs and its application to motivation of employees in an organization;</li> <li>• Describe the financial and non-financial incentives through which managers motivate their employees;</li> <li>• Enlighten the</li> </ul>	
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		<p>motivation and its importance in business management;</p> <ul style="list-style-type: none"> <li>• Understand and explain Maslow's theory of hierarchy of needs and its application to motivation of employees in an organisation;</li> <li>• Explain the financial and non-financial incentives through which managers motivate their employees;</li> <li>• Explain the concept of leadership and its importance in Describe the qualities of a good leader;managemen t;</li> <li>• Explain about formal and informal communications in the organisations; and</li> <li>• Identify various barriers to effective</li> </ul>			<p>concept of leadership and its importance in describing the qualities of a good leader management.</p> <ul style="list-style-type: none"> <li>• Explain about formal and informal communications in the organisations; and</li> <li>• Identify various barriers to effective communications and measures to overcome these barriers in the organizations.</li> </ul>	
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		communications and measures to overcome these barriers in the organizations.				
August 19	<b>Controlling</b> <ul style="list-style-type: none"> <li>• Concept and importance.</li> <li>• Relationship between planning and controlling</li> <li>• Steps in the process of control</li> </ul>	After studying this chapter, students will be able to: <ul style="list-style-type: none"> <li>• Know the meaning of controlling;</li> <li>• State the importance of controlling;</li> <li>• Describe the relationship between planning and controlling;</li> <li>• Explain the steps in the process of controlling</li> </ul>	<ul style="list-style-type: none"> <li>• Scientific attribute</li> <li>• Maximum utilization of resources</li> <li>• Observation</li> <li>• Analyzing deviations and to solve them</li> <li>• Controlling techniques</li> <li>• Increased Efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Text book page</li> <li>• Summery chart of the lesson</li> </ul>	<ul style="list-style-type: none"> <li>• State the meaning of controlling.</li> <li>• Explain the importance of controlling.</li> <li>• Describe the relationship between planning and controlling;</li> <li>• Explain the steps in the process of controlling.</li> </ul>	Work sheet
September 20	<b>Marketing</b> Concept, Philoshophies, Functions ,Marketing Mix and its Elements: Procut, Promotion, Place, Price.	After studying the chapter students will be able to : <ul style="list-style-type: none"> <li>• State the meaning of Marketing.</li> <li>• Listing out the important functions of marketing.</li> <li>• Differentiate between</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the role of marketing in business promotion.</li> <li>• Become aware of different marketing Philosphies.</li> <li>• Social development.</li> <li>• Role of mass media.</li> </ul>	<ul style="list-style-type: none"> <li>• Quiz for designing the Logo of different company product.</li> <li>• Project Work</li> <li>• II Project : (Promotion of any product)</li> </ul>	After completion of this chapter students will: <ul style="list-style-type: none"> <li>• State the meaning of Marketing.</li> <li>• Explain the important functions of marketing.</li> <li>• Differentiate between</li> </ul>	Worksheet on case studiess

		<p>marketing and selling.</p> <ul style="list-style-type: none"> <li>• Know and become familiar with market management Philosophies.</li> <li>• Explain the elements of marketing-Mix.</li> <li>• Understand Branding and its key elements.</li> <li>• List out the contents of Labelling.</li> <li>• Recognize the importance of Packaging.</li> <li>• Analyze the factors affecting price of a product.</li> <li>• List out the types of channels of distribution.</li> <li>• Explain the major tools of promotion.</li> <li>• Be aware of Public relation and its role in</li> </ul>	<ul style="list-style-type: none"> <li>• Associate branding with daily life.</li> <li>• List out the examples from daily life of famous brands.</li> <li>• Be aware of Public relation and its role in business.</li> <li>• Realize the need of advertisement in business promotion</li> <li>• Understand the distribution channel and its impact on economy.</li> <li>• Team work</li> <li>• Innovation</li> </ul>	<ul style="list-style-type: none"> <li>• Video on GST will be shown to understand the impact of various taxes.</li> <li>• Text book page</li> <li>• Summery chart of the lesson</li> </ul>	<p>marketing and selling.</p> <ul style="list-style-type: none"> <li>• Know and become familiar with market management Philosophies.</li> <li>• Explain the elements of marketing-Mix.</li> <li>• Understand Branding and its key elements.</li> <li>• List out the contents of Labelling.</li> <li>• Recognize the importance of Packaging.</li> <li>• Analyze the factors affecting price of a product.</li> <li>• List out the types of channels of distribution.</li> <li>• Explain the major tools of promotion.</li> <li>• Be aware of Public relation and its role in business.</li> <li>• Realize the need of advertisement in business</li> </ul>	
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		<p>business.</p> <ul style="list-style-type: none"> <li>Realize the need of advertisement in business promotion</li> </ul>			<p>promotion.</p>	
<p>October (08)</p>	<p><b>1Financial Managment</b></p> <ul style="list-style-type: none"> <li>Meaning of Business Finance</li> <li>Concept of Financial Management</li> <li>Financial Decisions</li> <li>Factors affecting financial decision</li> <li>Capital Structure</li> <li>Factors affecting the Choice of Capital Structure <ul style="list-style-type: none"> <li>Fixed &amp; Working capital</li> </ul> </li> <li>Financial Planning</li> </ul>	<p>After studying this chapter, Children should be able to:</p> <ul style="list-style-type: none"> <li>State the meaning of business finance</li> <li>Describe financial management.</li> <li>Explain the meaning and importance of financial planning;</li> <li>State the meaning of capital structure</li> <li>Analyse the factors affecting the choice of an appropriate capital structure.</li> <li>State meaning of</li> </ul>	<ul style="list-style-type: none"> <li>Importance of financial planning.</li> <li>Comparative study</li> <li>Finance Management</li> <li>Risk Taking</li> <li>Analytical Thinking</li> <li>Decision making Safety of investment</li> <li>caring money value ,Wisdom</li> </ul>	<p>Project Work( Stock Exchange) Guest Lecture</p> <p>Text book page Summery chart of the lesson</p>	<p>After completion of this chapter students will:</p> <ul style="list-style-type: none"> <li>State the meaning of business finance</li> <li>Describe financial management .</li> <li>Explain the meaning and importance of financial planning;</li> <li>State the meaning of capital structure</li> <li>Analyse the factors affecting the choice of an appropriate capital structure.</li> <li>State</li> </ul>	<p>Worksheet on case studies</p>

<p>November (18)</p>	<p><b>2. Financial Market</b></p> <ul style="list-style-type: none"> <li>• Concept of Financial Market</li> <li>• Function of Financial Market</li> <li>• Classification of Financial Market Money Market, Capital Market</li> <li>• Instruments used in money market</li> <li>• Primary Market</li> <li>• Secondary Market</li> <li>• Stock Market</li> <li>• Functions of Stock Market</li> <li>• Trading procedure on a stock exchange</li> </ul> <p>SEBI,Functions</p>	<p>fixed capital and working capital;</p> <ul style="list-style-type: none"> <li>• Analyse the factors affecting the requirement of fixed and working capital.</li> <li>• State the meaning of Financial Market.</li> <li>• Explain the meaning of Money Market and describe its Instruments.</li> <li>• Explain the nature and types of Capital Market.</li> <li>• Distinguish between Money Market and Capital Market</li> <li>• Explain the meaning and functions of Stock Exchanges.</li> <li>• Describe the role of SEBI in investor</li> </ul>	<ul style="list-style-type: none"> <li>• understanding different money instruments and its role in economy.</li> <li>• Risk taking</li> <li>• Safety of investment.</li> <li>• Caring money value.</li> <li>• Wisdom</li> <li>• Protecting investors interest.</li> </ul>	<ul style="list-style-type: none"> <li>• Video on harshad Mehta scam will be shown to make students aware about stock exchange</li> <li>• Text book page</li> <li>• Summery chart of the lesson</li> </ul>	<p>meaning of fixed capital and working capital.</p> <ul style="list-style-type: none"> <li>• Analyse the factors affecting the requirement of fixed and working capital</li> </ul> <p>After completion of this chapter students will:</p> <ul style="list-style-type: none"> <li>• Know the meaning of Financial Market.</li> <li>• Explain the meaning of Money Market and describe its Instruments.</li> <li>• Explain the nature and types of Capital Market.</li> <li>• Distinguish between Money Market and Capital Market</li> <li>• Explain the</li> </ul>	
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		protection.			<p>meaning and functions of Stock Exchanges.</p> <ul style="list-style-type: none"> <li>Describe the role of SEBI in investor protection</li> </ul>	
December (12)	Consumer Protection	<p>Students will learn to :</p> <ul style="list-style-type: none"> <li>To define consumer as per consumer Act.</li> <li>Students will understand the concepts and importance of consumer protection act.</li> <li>Students will come to know about their rights and responsibilities as a consumer.</li> <li>Students will be able to name and describe the different redressal agencies for protection of consumers.</li> <li>Students will come to know</li> </ul>	<p>Students will be able to</p> <ul style="list-style-type: none"> <li>Understand the legal framework for consumer protection in India.</li> <li>Students will be able to differentiate between consumer and customer</li> <li>Awareness of consumers rights and responsibilities.</li> <li>Development of sense of responsibility as a consumer</li> </ul>	<ul style="list-style-type: none"> <li>Video on black marketing and hoarding</li> <li>Real Life Example</li> <li>Preparation of file in which News papers cutting shows consumer information <ul style="list-style-type: none"> <li>Text book page</li> </ul> </li> <li>Summery chart of the lesson</li> </ul>		Worksheet on consumers rights and resonponsibilities

		<p>about the remedies and reliefs available to consumers.</p> <ul style="list-style-type: none"><li>• List out consumer responsibilities</li><li>• Describe the ways and means of consumer protection</li><li>• Describe the role of consumer organisation and NGOs in protection consumers' interest.</li></ul>				
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