

SUMMER FIELDS SCHOOL, DLF CITY, PHASE-I, GURGAON

SESSION -2018-19

SYLLABUS DISTRIBUTION

Type of Assessment Revision Test – 1 (8-05-18) CLASS :XII

SUBJECT :BUSINESS STUDIES

PRESCRIBED TEXT BOOKS:NCERT

LESSON / TOPICS COVERED	TEACHING AIDS USED	ASSOCIATED ACTIVITY	AV REQ. Y/N	VALUE(S) INHERENT IN THE CHAPTERS	LEARNING OUTCOME
Nature & Significance of Management	B.B, newspaper article, trade journals, reference material	Chapter -wise Assignment & case studies, HOTs, Value based questions, Multidisciplinary Questions	No	Waste management, social responsibility, cooperation. Equity	To understand the concept & importance of management.
Principles of Management	B.B, newspaper article, trade journals, reference material	--do-	No	No discrimination, equal opportunity to grow, harmony, motivation	To know the traditional & Modern principles of management. To know the techniques of scientific mgmt.
Business Environment	newspaper article, trade journals, reference material	--do-	No	Adaptability & honesty	To know the concept & Importance & dimensions Of business environment To understand the impact of business environment on business in relation to liberalisation, globalisation, & privatisation. To understand the concept of demonetization
Planning	newspaper article, trade journals, reference material	--do-	No	Courtesy, respect of order & environment, Adaptation	To understand the concept & Importance, limitation & types Of planning

SUMMER FIELDS SCHOOL, DLF CITY, PHASE-I, GURGAON

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SYLLABUS DISTRIBUTION

Type of Assessment Mid Term Examination(8-09-18)CLASS : XII

SUBJECT :BUSINESS STUDIES

PRESCRIBED TEXT BOOKS:NCERT

LESSON / TOPICS COVERED	TEACHING AIDS USED	ASSOCIATED ACTIVITY	AV REQ. Y/N	VALUE(S) INHERENT IN THE CHAPTERS	LEARNING OUTCOME
Ch. 1 to 4 Organising	B.B, newspaper article, trade journals, reference material	-do-	No	Discipline, respect, initiative, human interaction ADAPTATION	To understand the concept of Organising as a process, as a structure, and types of organisation & structure. To understand the concept of Delegation of authority & Decentralized authority.
Staffing	B.B newspaper article, trade journals, reference material	-do-	No	Safety, growth for all, honesty ADAPTATION	To understand the concept of Recruitment, selection, training And development of staffing.
Directing	B.B newspaper article, trade journals, reference material	-do-	No	Doing the best, harmony, team work ADAPTATION	To understand the elements Of direction.
controlling	B.Bnewspaper article, trade journals, reference material	-do-	No	No resistance to change ADAPTATION	To understand the concept & Importance, features & limitation Of controlling.

SUMMER FIELDS SCHOOL, DLF CITY, PHASE-I, GURGAON

SESSION -2018-19

SYLLABUS DISTRIBUTION

Type of Assessment PT3(26-11-18)CLASS : XII

SUBJECT :BUSINESS STUDIES

PRESCRIBED TEXT BOOKS:NCERT

LESSON / TOPICS COVERED	TEACHING AIDS USED	ASSOCIATED ACTIVITY	AV REQ. Y/N	VALUE(S) INHERENT IN THE CHAPTERS	LEARNING OUTCOME
Financial Management	B.B newspaper article, trade journals, reference material	-do-	No	Coordination, respect for law, growth opportunity	To understand the important Decisions taken by financial Management.
Financial Markets	B.B newspaper article, trade journals, reference material	-do-	No	respect for law, economic growth, safety	To understand concept of the financial market & functions of Stock market and SEBI.
Consumer protection	B.B newspaper article, trade journals, reference material	-do-	No	honesty, responsibility, loyalty, consumer education	To understand the concept of Consumer Protection

SUMMER FIELDS SCHOOL, DLF CITY, PHASE-I, GURGAON

SESSION -2018-19

SYLLABUS DISTRIBUTION

Type of Assessment Pre-Board(18-12-18) CLASS :XII

SUBJECT :BUSINESS STUDIES

PRESCRIBED TEXT BOOKS:NCERT

LESSON / TOPICS COVERED	TEACHING AIDS USED	ASSOCIATED ACTIVITY	AV REQ. Y/N	VALUE(S) INHERENT IN THE CHAPTERS	LEARNING OUTCOME
Ch. 1 to 11 Marketing management	B.B newspaper article, trade journals, reference material	-do-	No	Respect	To understand the concept of marketing mix
Project work - (Summer Vacations) One project	As per CBSE guidelines cbse.nic.in	Survey	No	Team Spirit, Dynamic, Research & Development	To understand the practical aspects of the working Business Houses