

ARMY PUBLIC SCHOOL, MUMBAI (2019-2020)

STANDARD CURRICULUM

CLASS: XII

SUB: BUSINESS STUDIES

<u>MONTHS</u>	<u>TOPICS</u>	<u>CORE VALUES / LIFE SKILLS</u>	<u>ACTIVITY CHOSEN</u>	<u>LEARNING OUTCOMES</u>
March	Introduction , Nature and Significance of Management	<ul style="list-style-type: none">• Integrity• Knowledge• Awareness	Group Discussion	<ul style="list-style-type: none">• Understand the concept of management• Explain the functions of management
April	Principles of Management	<ul style="list-style-type: none">• Self-awareness• Knowledge	Case Study Discussion	<ul style="list-style-type: none">• Understand the significance of management principles• Contributions of Fayol and Taylor
April	Business Environment	<ul style="list-style-type: none">• Knowledge• Analytical Skills	Case Study Discussion	<ul style="list-style-type: none">• Understand the concept and dimensions of Business Environment
April	Marketing Management	<ul style="list-style-type: none">• Knowledge• Analytical Skills• Contemporary Knowledge	Case Study Discussion	<ul style="list-style-type: none">• Understand the functions of marketing and the marketing philosophies• Describe the elements of marketing mix
June	Financial Management	<ul style="list-style-type: none">• Teamwork• Financial Prudence• Awareness	Extempore Speech using chits on relevant topics	<ul style="list-style-type: none">• Understand the concept and objectives of Financial Management• Understand the three financial decisions and the factors affecting them• Understand the concept of fixed and working capital
July	Financial Market	<ul style="list-style-type: none">• Environmental- awareness	Quiz	<ul style="list-style-type: none">• Understand the concept and

		<ul style="list-style-type: none"> Analytical Thinking Financial Prudence 		<p>functions of financial market</p> <ul style="list-style-type: none"> Understand the capital and money markets Describe the various money market instruments
August	Planning	<ul style="list-style-type: none"> Patriotism and Nationalism Knowledge Awareness 	Group Discussion	<ul style="list-style-type: none"> Understand the concept, importance and limitation of planning Steps in the planning process Develop an understanding of single use and standing plans
September	Organising	<ul style="list-style-type: none"> Discipline and Diligence Contemporary Knowledge 	Group Discussion and Case Study Discussion	<ul style="list-style-type: none"> Understand the concept of organising as a structure and as a process Describe the steps in the process of organising Describe functional and divisional structure Understand the concept of delegation and decentralisation
October	Staffing	<ul style="list-style-type: none"> Diversity and Togetherness Analytical Skills Knowledge 	Case Study Discussion	<ul style="list-style-type: none"> Understand the concept and importance of staffing Describe the steps in the process of staffing Understand the meaning, sources, merits and demerits of recruitment Understand the

				<p>meaning and steps in the process of selection</p> <ul style="list-style-type: none"> • Understand the concept of training and development
October	Directing	<ul style="list-style-type: none"> • Diversity and Togetherness • Analytical Skills • Knowledge 	Case Study Discussion	<ul style="list-style-type: none"> • Understand the concepts, importance and elements of directing • Understand the concept of motivation and Maslow's Hierarchy of needs • Understand the concept, elements and barriers to effective communication
November	Controlling	<ul style="list-style-type: none"> • Gender Sensitivity • Analytical skills 	Case study Discussion and Quiz	<ul style="list-style-type: none"> • Understand the concept, importance and steps in the process of controlling • Describe the relationship between planning and controlling
November	Consumer Protection	<ul style="list-style-type: none"> • Gender Sensitivity • Analytical skills • Contemporary Knowledge 	Case study Discussion and Quiz	<ul style="list-style-type: none"> • Understand the concept, importance and scope of consumer protection • Understand the concept and scope of Consumer Protection Act, 1986 • Describe the role of NGO's
December	Revision	<ul style="list-style-type: none"> • Effective 	Case studies would	

to February		Communication <ul style="list-style-type: none">• Efficient time Management• Time Management• Confidence• Perseverance	be discussed and sample papers would be solved	
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