

SYLLABUS
BUSINESS STUDIES
CLASS XII

One Paper
Unitwise Weightage

3 Hours

90 Marks

Units	Periods	Marks
Part A : Principles and Functions of Management		
1. Introduction to Management	12	5
2. Principles of Management	12	6
3. Business Environment	10	5
4. Planning	12	6
5. Organizing	16	8
6. Staffing	14	6
7. Directing	16	8
8. Controlling	14	6
	104	50
Part B: Business Finance and Marketing		
9. Financial Management	22	12
10. Financial Markets	20	8
11. Marketing Management	30	14
12. Consumer Protection	16	6
		40
		90

Note: The Question Paper will include value based question(s) to the extent of 4 marks from any of the units.

Part A: Principles and Functions of Management

Unit 1: Nature and significance of Management

(Periods 12)

- Management - concept, objectives and importance
- Management as Science, Art and Profession.
- Levels of management
- Management functions - planning, organising, staffing, directing and controlling.
- Coordination - concept, characteristics and importance.

Unit 2: Principles of Management

(Periods 12)

- Principles of Management - concept, nature and significance
- Fayol's principles of management
- Taylor's Scientific Management - principles and techniques

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