

XII BUSINESS STUDIES (CODE 054) 2020-21

TERM I [CHAPTERS 1 TO 6]

TERM II and Pre-Boards Exams [FULL PORTION INCLUDING TERM I]

Units	
Part A	Principles and Functions of Management
1.	Nature and Significance of Management
2	Principles of Management
3	Business Environment
4	Planning
5	Organising
6	Staffing
7	Directing
8	Controlling
Part B	Business Finance and Marketing
9	Financial Management
10	Financial Markets
11	Marketing Management
12	Consumer Protection
Part C	Project Work (One)

CLASS–XII DELETED TOPICS

Part A: Principles and Functions of Management

Unit	Topic deleted
Unit 3: Business Environment	Demonetization - concept
	Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India

Unit 4: Planning	Single use and standing plans. Objectives, Strategy, Policy, Procedure, method Rule, budget and Programme
Unit 5: Organising	Topics Deleted
	Formal and informal organisation- concept
Unit 6: Staffing	Staffing as a part of Human Resource Management concept
Unit 7: Directing	barriers to effective communication, how to overcome the barriers
Unit 8: Controlling	Relationship between planning and controlling

Part B: Business Finance and Marketing

Unit	Topic deleted
Unit 11: Marketing	Physical Distribution – components and channels of distribution
Unit 12: Consumer Protection	Consumer Protection: importance
	Consumer awareness - Role of consumer organizations and Non-Governmental Organizations (NGOs)