



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Syllabus Planner for the year 2018

TERM: Pre-test & Selection Test

TEACHERS' NAME Mr. Siddhartha Chatterjee., Mr. Pralay Kabi.

No. of working days:-73

No. of periods available: 55 (Estimated)

Subject: Business Studies (BSTD)

CLASS: XII

SECTION: B& C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASSWORK
MAY	07	Unit: 1: Nature and Significance of Management. BSTD Project	.Concept of management, Management as science ,arts ,profession, Levels of management, Management functions, Coordination, characteristics and importance An Introduction to the Project.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Primary Data collection of the Project.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Primary discussion on the Business Studies Project.
JUNE	15	Unit: 2: Principles of Management Unit: 3: Business Environment Unit: 4: Planning Revision from H.S.Council Book BSTD Project	Principles of management, Fayol's & Taylor's principles. Concept of business environment, Dimensions, Concept of liberalization, privatisation and globalisation, Impact of Government policies Concept of planning, Importance ,Limitations, Planning process, Types of plan. Framing the guideline of the Project.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers. Data Analysis of the Project.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers. Assisting the students in data analysis of the Project.
JULY	18	Unit:5: Organising Unit:6: Staffing Unit:7: Directing Pre- Test	Concept of Organising, Steps, Structure of organisation, Formal & Informal organisation, Delegation, Decentralisation. Concept of Staffing, Staffing Process- Recruitment and selection, Training and Development. Concept of Directing , Elements of directing. From 26 th July to 7 th August, 2018.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers.
AUGUST	15	Unit: 8: Controlling Unit:9: Financial Management BSTD Project	Concept of controlling, Relationship between Planning & controlling, Steps in the process of control. Concept of financial management, Decisions relating to investment, financing and dividend, financial planning, financial structure, fixed and working capital.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers. Verification of the BSTD Project.

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner.

PRINCIPAL :

Submitted on : 24th January, 2018.

Signature of Teachers :

ACADEMIC CO-ORDINATOR

St. Lawrence High School

VICE PRINCIPAL:



FOR GOD AND COUNTRY

Syllabus Planner for the year 2018

ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

TERM: Selection Test

TEACHERS' NAME Mr. Siddhartha Chatterjee, Mr. Pralay Kabi.



No. of working days:- 54

No. of periods available: 30 (Estimated)

Subject: Business Studies (BSTD)

CLASS: XII

SECTION: B& C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASSWORK
SEPTEMBER	17	Unit: 10: Financial Market Unit: 11: Marketing Management BSTD Project	Concept of financial market, money market and its instruments, Capital market and its types, Stock Exchange, Dematerialisation, NSE and BSE. Concept of marketing management, philosophies, Marketing Mix concept.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers. Submission of BSTD Project on Thursday, 13th September, 2017.
OCTOBER	12	Unit: 11: Marketing Management Revisions Unit: 12: Consumer Protection Revisions	Concept of marketing management, philosophies, Marketing Mix concept. Concept of consumer protection, Consumer Protection Act 1986, Consumer Awareness. All units of Business Studies Syllabus.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book Practice of MCQ and SAQ from Test Papers.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book. Practice of MCQ and SAQ from Test Papers.
NOVEMBER	01	Revision Selection Test	All units of Business Studies Syllabus. 2nd November, 2018 to 15 th November, 2018.	Questions as per H.S. Council guideline. Practice of MCQ and SAQ from Test Papers.	Practice of MCQ and SAQ from Test Papers.
DECEMBER					

Teachers are requested to prepare a LESSON PLAN for each Topic to be taught. The Lesson plans are to be submitted along with the monthly planner

PRINCIPAL:

Submitted on: 24th January, 2018.

Signature of Teachers

ACADEMIC CO-ORDINATOR

St. Lawrence High School

VICE PRINCIPAL: