



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planner for the academic year 2020

TERM: Pre-Test

TEACHER'S NAME: Mr Debraj Chowdhury

Subject: Business Studies (BSTD)

No. of working days:- 20

No. of periods available: 02 (Estimated)

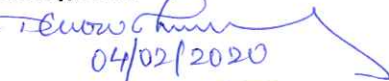
CLASS: XII

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
JANUARY					
FEBRUARY					
MARCH					
APRIL	2	<b>PART A : Principles and Functions of Management</b> Unit 1: Nature and Significance of Management  BSTD Project	Management – Concept, objectives, importance.	Class notes, discussion and explanation of the Chapter   Primary discussion on the BSTD Project.	Objective questions as per H.S. Council guideline from the Text Book and from the Reference Book.

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.

Submitted on: 04<sup>th</sup> February, 2020.

Signature of Teacher:   
04/02/2020

Academic Co-ordinator:   
28/1/2020

PRINCIPAL

VICE PRINCIPAL   
28/1/2020



# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planner for the academic year 2020

TERM: Pre-Test & Selection Test

TEACHER'S NAME: Mr Debraj Chowdhury

Subject: Business Studies (BSTD)

No. of working days:- 70

No. of periods available: 62 (Estimated)

CLASS: XII

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
MAY	12	Unit 1: Nature and Significance of Management (Continues) Unit 2: Principles of Management Revision of Unit 1 & Unit 2 BSTD Project	Management as Science, Art, Profession. Levels of Management Management Functions –Planning, Organising, Staffing, Directing, Controlling. Coordination – Characteristics and Importance Concept, Nature and Significance. Fayol's Principles of Modern Management Taylor's Scientific Management – Principles & Techniques.	Class notes, discussion and explanation of the Chapter. Discussion of questions as per H.S. Council guideline from the Text Book & the Reference Book.  Discussion on the BSTD Project & doubt Clearing.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book  Primary & Secondary Data collection of the Project. Preparation of BSTD project during the summer vacation.
JUNE	14	Unit 3: Business Environment Unit 4: Planning BSTD Project	Concept, Importance. Dimensions of Business Environment – Economic, Social, Technological, Political and Legal. Concept of Liberalisation, Privatisation and Globalisation. Impact of Government Policy changes on Business and Industry with special reference of LPG. Concept, Importance, Limitations; Planning Process; Types of Plans – Objectives, Strategy, Policy, Procedure, Method, Rule, Budget, Programme.	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.  <b>Submission of BSTD Project on Thursday, 25<sup>th</sup> June, 2020.</b>	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Preparation of BSTD project during the summer vacation. Practice of MCQ and SAQ from Test Papers.
JULY	26	<b>PART B : Business Finance &amp; Marketing</b> Unit 9: Financial Management Unit 10: Financial Market <b>Syllabus for Pre Test: Units covered till July</b> Revision of all previous Units	Concept, Objective; Decision relating to Investment, Financing and Dividend; Financial Planning: Concept & Importance; Financial Structure: Concept and Factors affecting structure; Fixed and working Capital: Concept and Factors affecting its requirements. Concept & Types; Money Market and its instruments; Capital market and its types (Primary and Secondary); Stock Exchange functions and; trading and settlement procedure; Demat and Depositories (NSDL & CDSL); NSEI & BSE (Objectives); SEBI: Objectives and functions.	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.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book.  Practice of MCQ and SAQ from Test Papers.
AUGUST	10	Pre- Test <b>PART A : Principles and Functions of Management</b> Unit 5: Organising Unit 6: Staffing	<b>From 3<sup>rd</sup> August to 17<sup>th</sup> August, 2020.</b> Concept & Importance; Steps; Structure- Functional & Divisional; Formal & Informal Organisation; Delegation: Concept, Elements and Importance; Decentralisation: Concept & Importance. Concept & Importance; Staffing as a part of HRM; Staffing Process; Training & Development: Concept & Importance.	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.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.

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.

Submitted on: 04<sup>th</sup> February, 2020.

Signature of Teacher:  04/02/2020.

PRINCIPAL

Academic Co-ordinator: 

VICE PRINCIPAL





# ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus planner for the academic year 2020

TERM: Selection Test

TEACHER'S NAME: Mr Debraj Chowdhury

Subject: Business Studies (BSTD)

No. of working days:- 58

No. of periods available: 51 (Estimated)

CLASS: XII

SECTION: B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
SEPTEMBER	26	Unit 7: Directing  Unit 8: Controlling Revision of all previous Units	Concept and importance; Elements of Directing: Supervision – Concept, Function of a Supervisor, Motivation – Concept, Maslow Hierarchy of Needs, Financial and Non-financial incentives, Leadership – Concept, Qualities of a good leader, Communication – Concept, Formal and Informal Communication, Barriers of Effective Communication, How to Overcome the Barriers. Concept and Importance; Relationship between Planning and Controlling; Steps in the Process of Control	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.	Questions as per H.S. Council guideline from the Text Book and from the Reference Book. Practice of MCQ and SAQ from Test Papers.
OCTOBER	15	<b>PART B : Business Finance &amp; Marketing</b> Unit 11: Marketing Management  Unit 12: Consumer Protection.  <b>Entire Syllabus Completed.</b>	Basis of Charge (Sec. 56), Some examples of Income Generally Taxable under this head, Tax Treatment of Winning from Lotteries, Horse Race, Card Games, Cross Word Puzzles [Sec. 56(2)(ib)], Interest on Securities [Section 56(2)(id)]	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	10	Revision  <b>Selection Test</b>	All units of Business Studies.  From 18 <sup>th</sup> November to 27 <sup>th</sup> November, 2020.	Practice of MCQ & SAQ; and long and medium type questions.	Revision of MCQ & SAQ; and long and medium type questions.
DECEMBER					

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Submitted on: 04<sup>th</sup> February, 2020.

Signature of Teacher:

*Debraj Chowdhury*  
04/02/2020

Academic Co-ordinator:

*J. Shetty* 28/1/2020  
*Zoung* 28/2/2020

PRINCIPAL

VICE PRINCIPAL