



**INDIAN SCHOOL MUSCAT**  
**SENIOR SECTION**  
**DEPARTMENT OF COMMERCE AND HUMANITIES**  
**CLASS XII**  
**YEAR PLAN 2020-2021**

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**Subject (BUSINESS STUDIES Code: 054)**

<b>UNIT No.</b>	<b>Unit</b>	<b>Marks</b>
	<b>Part A : Principles and Functions of Management</b>	
1.	Nature and significance of Management	<b>16</b>
2.	Principles of Management	
3.	Business Environment	
4.	Planning	<b>14</b>
5.	Organizing.	
6.	Staffing	<b>20</b>
7.	Directing	
8.	Controlling	
	<b>Part B : Business Finance and Marketing</b>	
9.	Financial Management	<b>15</b>
10.	Financial Market	
11.	Marketing Management	<b>15</b>
12.	Consumer Protection	
	<b>TOTAL</b>	<b>80</b>
	<b>PROJECT WORK</b>	<b>20</b>

**QUESTION WISE BREAK UP (FOR Final assessment and Pre board)**

**QUESTION PAPER DESIGN CLASS –XII (2020-21)**

**BUSINESS STUDIES (Code No. 045)**

**I. Theory**

SN	Typology of Questions	Objective Type (1 Mark)	Short Answer (SA) – I (3Marks)	Short Answer (SA) – II (4Marks)	Long Answer (LA) (5Marks)	Long Answer (LA) (6Marks)	Total Marks	% Weightage
1	<b>Remembering Understanding: and :</b> Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers. Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas	10	3	2	1	2	44	55%
3	<b>Applying:</b> Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	6	1	-	1	1	18	23.75%
4	<b>Analysing ,Evaluating and creating :</b> Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria. Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.	4	1	1	1	-	17	21.25%
<b>TOTAL</b>		<b>1X20=20</b>	<b>5X3=15</b>	<b>3X4=12</b>	<b>3X 5= 15</b>	<b>3X6=18</b>	<b>80 (34)</b>	<b>100%</b>

**QUESTION WISE BREAK UP (FOR TERM EXAMINATIONS)**

**Time: 3 Hours**

**Max. Marks: 80**

SN	Type of Questions	Marks	No. of Questions	Total Marks
1	Objective Type/MCQ	1	20	20
2	Short Answer Type Questions – I	3	5	15
3	Short Answer Type Questions – II	4	3	12
4	Long Type Questions - I	5	3	15
5	Long Type Questions - II	6	3	18
			<b>34 Questions</b>	<b>80 Marks</b>

There will be Internal Choice in questions of 3 marks (1 choice), 4 marks (1 choice), 5 marks (2 choices) and 6 marks (2 choices). In all, total 6 internal choices.

### QUESTION WISE BREAK UP (FOR PERIODIC ASSESSMENT)

Type of Question	Marks per question	Total No. of Questions	Total Marks
Objective Type	1	2	2
Short Answer (SA) – I	3	1	3
Short Answer (SA) - II	4	1	4
Long Answer (LA) - I	5	1	5
Long Answer (LA) -II	6	1	6
Total		<b>6 Questions</b>	<b>20 Marks</b>

### WEEKLY BREAK UP OF SYLLABUS

MONTH	UNIT
<b>March 2020</b>  <b>8 to 12<sup>th</sup> March</b> <b>15 to 19<sup>th</sup> March</b> <b>22 to 26<sup>th</sup> March</b> <b>29 to 31<sup>st</sup> March</b>	<p><b>Unit 1: Nature and significance of Management</b></p> <ul style="list-style-type: none"> <li>• Management - concept, objectives and importance</li> <li>• Management as Science, Art and Profession</li> <li>• Levels of management</li> <li>• Management functions - planning, organizing, staffing, directing and controlling</li> <li>• Coordination - concept, characteristics and importance</li> </ul> <p><b>Unit 2: Principles of Management</b></p> <ul style="list-style-type: none"> <li>• Principles of Management - concept, nature and significance</li> <li>• Fayol's principles of management</li> <li>• Taylor's Scientific Management - principles and techniques.</li> </ul> <p><b>Unit 3: Business Environment</b></p> <ul style="list-style-type: none"> <li>• Business Environment - concept and importance</li> <li>• Dimensions of Business Environment - Economic, Social, Technological, Political and Legal</li> </ul>
<b>April, 2020</b> <b>8 &amp; 9 April, 2020</b> <b>12 to 16<sup>th</sup> April</b>  <b>19 to 23<sup>rd</sup> April</b> <b>26 to 30<sup>th</sup> April</b>	<p><b>FIRST PERIODIC ASSESSMENT BEGINS ON 06<sup>TH</sup> APRIL 2020</b></p> <p><b>Unit 4 : Planning</b></p> <ul style="list-style-type: none"> <li>• Concept, importance and limitations</li> <li>• Planning process.</li> </ul> <p><b>Unit 5: Organizing</b></p> <ul style="list-style-type: none"> <li>• Concept and importance.</li> <li>• Organizing Process.</li> <li>• Structure of organization - functional and divisional.</li> <li>• Delegation: concept, elements and importance.</li> <li>• Decentralization: concept and importance.</li> </ul>

<p><b>May, 2020</b>  <b>3 to 7<sup>th</sup> May</b>  <b>10 to 14<sup>th</sup> May</b>  <b>17 to 21<sup>st</sup> May</b></p> <p><b>24 to 28<sup>th</sup> May</b>  <b>31<sup>st</sup> May</b></p>	<p style="text-align: center;"><b>Unit 6: Staffing</b></p> <ul style="list-style-type: none"> <li>• Concept and importance of staffing</li> <li>• Staffing process: Recruitment - sources; Selection – process</li> <li>• Training and Development - Concept and importance. Methods of training- on the job and off the job- Induction training, vestibule training, apprenticeship training and internship training.</li> </ul> <p style="text-align: center;"><b>EID HOLIDAYS</b></p> <p style="text-align: center;"><b>FIRST ONLINE TEST ( MCQ )</b></p>
<p><b>June 2020</b>  <b>04<sup>th</sup> June</b>  <b>07 to 11<sup>th</sup> June</b></p> <p><b>14<sup>th</sup> to 19<sup>th</sup> June</b></p> <p><b>21<sup>st</sup> to 25<sup>th</sup> June</b></p>	<p style="text-align: center;"><b>Unit 7: Directing</b></p> <ul style="list-style-type: none"> <li>• Concept and importance Elements of Directing: - Supervision - concept, functions of a supervisor.</li> <li>• Motivation - Concept, Maslow’s hierarchy of needs; Financial and non-financial incentives.;</li> <li>• Leadership - concept, styles - authoritative, democratic and laissez faire.</li> </ul> <p style="text-align: center;"><b>SUMMER BREAK – ONE WEEK</b></p>
<p><b>July 2020</b>  <b>5<sup>th</sup> to 9<sup>th</sup> July</b>  <b>12<sup>th</sup> to 16<sup>th</sup> July</b>  <b>19<sup>th</sup> to 23<sup>rd</sup> July</b>  <b>26<sup>th</sup> to 30<sup>th</sup> July</b></p>	<p style="text-align: center;"><b>Unit 7: Directing</b></p> <ul style="list-style-type: none"> <li>• Communication - concept, formal and informal communication;</li> </ul> <p style="text-align: center;"><b>Unit 8: Controlling</b></p> <p>Concept, nature and importance and project discussion</p> <p>Project discussion and Features and importance of controlling</p> <p>Steps in the process of control</p> <p style="text-align: center;"><b>SECOND ONLINE TEST</b></p>
<p><b>August 2020</b>  <b>09 to 13<sup>th</sup> August</b>  <b>16 to 20<sup>th</sup> August</b>  <b>23 &amp; 24<sup>th</sup> August</b></p>	<p style="text-align: center;"><b>Part B : Business Finance and Marketing</b></p> <p style="text-align: center;"><b>Unit 9: Financial Management</b></p> <ul style="list-style-type: none"> <li>• Concept and objectives of financial management.</li> <li>• Financial decisions: investment, financing and dividend and factors affecting.</li> <li>• Financial planning - concept and importance.</li> <li>• Capital Structure - concept and factors affecting.</li> <li>• Fixed and Working Capital - concept and factors affecting their requirements.</li> <li>• Capital Structure - concept and factors affecting.</li> <li>• Fixed and Working Capital - concept and factors affecting their requirements.</li> </ul> <p style="text-align: center;"><b>Unit 10: Financial Markets</b></p> <ul style="list-style-type: none"> <li>• Financial Markets: concept and types.</li> <li>• Money market and its instruments.</li> <li>• Capital market and its types (primary and secondary).</li> </ul> <p style="text-align: center;"><b>HALF YEARLY EXAMINATION BEGINS</b></p>

<p><b>September 2020</b>  <b>01 to 03,</b>  <b>September</b>  <b>27 to 30<sup>th</sup> Sept</b></p>	<p><b>Unit 10: Financial Markets (Continued)</b></p> <ul style="list-style-type: none"> <li>• Stock Exchange - functions and trading procedure. Depository Services and D'mat Account.</li> <li>• Securities and Exchange Board of India (SEBI) - objectives and functions.</li> <li>• <b>PROJECT DISCUSSION</b></li> </ul> <p><b>Unit 12: Consumer Protection</b></p> <ul style="list-style-type: none"> <li>• Concept and importance of consumer protection.</li> <li>• Consumer Protection Act 1986</li> <li>• Meaning of consumer and consumer protection.</li> <li>• Rights and responsibilities of consumers</li> <li>• Who can file a complaint and against whom?</li> <li>• Redressal machinery.</li> <li>• Remedies available.</li> </ul>
<p><b>October 2020</b>  <b>04 to 08<sup>th</sup> Oct</b></p> <p><b>11 to 15<sup>th</sup> Oct</b>  <b>18 to 22<sup>nd</sup> Oct</b>  <b>25 to 29<sup>th</sup> Oct</b></p>	<p><b>Unit 11: Marketing Management</b></p> <ul style="list-style-type: none"> <li>• Marketing - concept and functions.</li> <li>• Marketing management philosophies.</li> <li>• Marketing Mix – concept</li> <li>• Product - concept, branding, labeling and packaging. Price - factors determining price.</li> <li>• Promotion -concept and elements; advertising- concept, role, objections against advertising, personal selling - concept and qualities of a good salesman, sales promotion - concept and techniques, public relations - concept and role.</li> </ul>
<p><b>November 2020</b>  <b>01 to 05<sup>th</sup> Nov</b>  <b>08 to 12<sup>th</sup> Nov</b>  <b>15 to 19<sup>th</sup> Nov</b>  <b>22 to 26<sup>th</sup> Nov</b>  <b>29 &amp; 30<sup>th</sup> Nov</b></p>	<p style="text-align: center;"><b>FINAL EXAMINATION BEGINS</b></p>
<p><b>December 2020</b>  <b>01 to 03<sup>rd</sup> Dec</b>  <b>06 to 10<sup>th</sup> Dec</b>  <b>13 to 17<sup>th</sup> Dec</b></p>	<p style="text-align: center;"><b>REVISION</b></p> <p style="text-align: center;"><b>WINTER BREAK COMMENCES</b></p>
<p><b>January 2021</b>  <b>03 to 07<sup>th</sup> Jan</b>  <b>10<sup>th</sup> to 14<sup>th</sup> Jan</b>  <b>17<sup>th</sup> to 21<sup>st</sup> Jan</b>  <b>24<sup>th</sup> to 28<sup>th</sup> Jan</b>  <b>31<sup>st</sup> Jan.</b></p>	<p style="text-align: center;"><b>FIRST PRE-BOARD EXAMINATION BEGINS</b></p>
<p><b>February 2021</b></p>	<p style="text-align: center;"><b>SECOND PRE-BOARD EXAMINATION BEGINS</b></p>