

Board of School Education Haryana, Bhiwani

Senior Secondary Syllabus (Open)

Session : 2012-13

Sub. : Business Studies

Month	Unit	Subject Matter	Period	Revision	Practical
April	Unit-I	<p><u>Nature and Significance of Management</u> Management – Meaning, concepts, objects, importance, Nature and level of management, functions of management, principles of management, Tayal's principals of management and Taylor's Principles of management.</p> <p><u>Business Environment</u> Meaning and importance Dimension of Business environmental and economic environment in India.</p>			
May	Unit II	<p><u>Planning</u> – Meaning, features, importance, limitations, planning process, types of plans.</p> <p><u>Organizing</u> – Meaning, importance, process of organizing, structure of organization, formal and informal organization .</p> <p><u>Delegation</u> – Meaning, importance, elements,</p> <p><u>Decentralization</u> – Meaning, importance and difference between delegation and decentralisation.</p>			
July	Unit III	<p><u>Staffing</u> – Meaning, need and importance staffing process, aspects of staffing.</p> <p><u>Recruitment</u> – Meaning, sources, selection, training and development, training methods.</p>			
Aug.	Unit IV	<p><u>Directing</u> – Meaning, importance, principles and element of directing.</p> <p><u>Supervision</u> – Meaning, importance</p> <p><u>Motivation</u> – Meaning, importance, process, financial and non financial incentives.</p> <p><u>Leadership</u> – Meaning, features, importance and qualities of good leader.</p>			

Sept.	Unit V	<p><u>Communication</u> – Meaning, elements of process, importance, formal & informal communication. Barriers and suitable measures to overcome the barriers.</p> <p><u>Controlling</u> – Meaning, importance, process of controlling, techniques of controlling, limitations, planning V/s controlling.</p>			
Oct.	Unit VI	<p><u>Business Finance</u> - Meaning, objective, role, financial decisions, financial planning, capital structure and factors affecting capital structure.</p> <p><u>Fixed and working capital</u> – Meaning, management of fixed and working capital, factors affecting the fixed and working capital.</p>			
Nov.	Unit VII	<p><u>Financial Market</u> – Meaning and concepts, Functions Classification of Financial Markets.</p> <p><u>Stock Exchange</u> – Meaning, Functions, Trading procedure on a stock exchange, <u>SEBI</u> – Meaning & Functions.</p>			
Dec.	Unit VIII	<p><u>Marketing</u> – Meaning of marketing, Market V/s Selling, Function of Marketing, Role of Marketing.</p> <p><u>Marketing mix</u> – Concepts, elements (product, physical distribution, promotion, price)</p>			
Jan.	Unit IX	<p><u>Consumer Protection</u> – Meaning, importance and consumer rights.</p> <p><u>Consumer Responsibility</u> – Meaning & ways of consumers protection, consumer awareness and legal redressal with special reference to consumer protection Act, role of consumer organisation and NGO's</p>			
Feb.	Unit X	<p><u>Entrepreneurship</u> - Development concept, functions and need. Characteristics and competencies, processed entrepreneurship development. Entrepreneurial values, attitudes, motivation meaning and concepts of entrepreneurial motivation.</p>			
March		Revision and Exam.			