

D.A.V. PUBLIC SCHOOL
SECTOR – 3 DHURWA RANCHI – 4
2020-2021

CLASS: XII COMMERCE

SUBJECT: BUSINESSSTUDIES (054)

PRESCRIBED BOOKS:

- NCERT
- Principles and Functions of Management by Poonam Gandhi
- Business Finance and Marketing by Poonam Gandhi

Sl.No.	Unit	Name and Contents	Month	Exam / Tests Portion
1.	Unit-9	Financial Management <ul style="list-style-type: none"> ➤ Concept and objectives of financial management ➤ Financial decisions: investment, financing and dividend and factors affecting. ➤ Financial planning - concept and importance. ➤ Capital Structure - concept and factors affecting. ➤ Fixed and Working Capital - concept and Factors affecting their requirements. 	April	Monthly test unit -9 (30 marks)
2.	Unit-10	Financial Markets <ul style="list-style-type: none"> ➤ Financial Markets: concept and types. ➤ Money market and its instruments. ➤ Capital market and its types (primary and secondary). ➤ Stock Exchange - functions and trading Procedure. Depository Services and D'mat Account. ➤ Securities and Exchange Board of India (SEBI) - Objectives and functions. 	May	Monthly test unit - 10 (30 marks)
3.	Unit-11	Marketing Management <ul style="list-style-type: none"> ➤ Marketing - concept and functions. ➤ Marketing management philosophies. ➤ Marketing Mix -concept <ul style="list-style-type: none"> • Product - concept, branding, labeling and packaging. • Price - factors determining price. • Physical distribution- concept, channels of distribution: types, choice of channels. • 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 	June	Monthly test unit -11 (30 marks)

4.	Unit-12	Consumer Protection <ul style="list-style-type: none"> ➤ Concept and importance of consumer protection. ➤ Consumer Protection Act 1986 <ul style="list-style-type: none"> • Meaning of consumer and consumer protection. • Rights and responsibilities of consumers • Who can file a complaint and against whom? • Redressal machinery. ➤ Consumer awareness - Role of consumer organizations and NGO's. 	July	Monthly test unit -12 (30 marks)
5.	Unit-1	Nature and Significance of Management <ul style="list-style-type: none"> ➤ Management – concept, objective & importance ➤ Management as Science, Arts & Profession ➤ Levels of Management ➤ Management functions- Planning, Organizing, Staffing, Directing & Controlling Coordination- concept, characteristics & importance	July	Monthly test unit -1 (30 marks)
6.	Unit-2	Principles of Management <ul style="list-style-type: none"> ➤ Principles of Management -concept, nature and significance ➤ Fayol's principles of management ➤ Taylor's Scientific Management - principles and techniques 	August	Revision of all chapters Half Yearly Exam Unit - 1,2,9,10,11,12 (80 marks)
7.	Unit-3	Management and Business Environment <ul style="list-style-type: none"> ➤ Business Environment - concept and importance. ➤ Dimensions of Business Environment - Economic, Social, Technological ➤ Impact of Government policy changes on business with special reference to liberalization, privatization and globalization in India. 	September	Monthly test unit -3 (30 marks)
8.	Unit-4	Planning <ul style="list-style-type: none"> ➤ Concept, importance and limitations. ➤ Planning process ➤ Single use and Standing Plans - Objectives, Strategy, Policy, Procedure, Method, 	September	Monthly test unit -4 (30 marks)
9.	Unit-5	Organizing <ul style="list-style-type: none"> ➤ Concept and importance. ➤ Organizing Process. ➤ Structure of organization - functional and divisional. ➤ Formal and informal organization. ➤ Delegation: concept, elements and importance. 	October	Monthly test unit - 5 (30 marks)

		Decentralization: concept and importance		
10.	Unit-6	Staffing <ul style="list-style-type: none"> ➤ Concept and importance of staffing. ➤ Staffing as a part of Human Resource Management ➤ Staffing process: <ul style="list-style-type: none"> • Recruitment – sources • Selection - process ➤ Training and Development - Concept and Importance. Methods of training- on the job and off the job- Induction training, vestibule training, apprenticeship 	October- November	Monthly test unit – 5,6 (30 marks)
11.	Unit-7	Directing <ul style="list-style-type: none"> ➤ Concept and importance ➤ Elements of Directing <ul style="list-style-type: none"> • Supervision - concept, functions of a supervisor. • Motivation - concept, Maslow's hierarchy of needs; Financial and nonfinancial incentives. • Leadership - concept, styles – authoritative, democratic and laissez faire. ➤ Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers. 	November	Monthly test unit – 7 (30 marks)
12.	Unit-8	Controlling <ul style="list-style-type: none"> ➤ Concept, nature and importance ➤ Relationship between planning and controlling ➤ Steps in the process of control 	December	Monthly test unit – 8 (30 marks)
		Revision, test series and previous year question set preparation	December	
		Part C : Project Work		

SYLLABUS FOR HALF YEARLY EXAM -2019

UNIT	CHAPTER NAME	MARKS
9	Financial Management	15
19	Financial Markets	15
11	Marketing Management	20
12	Consumer Protection	10
1	Principles and Functions of Management	10
2	Nature and Significance of Management	10

SYLLABUS FOR PRE BOARD EXAM -2020

UNITS		Marks
PART A	PRINCIPLES AND FUNCTIONS OF MANAGEMENT	
1	Nature and Significance of Management	16
2	Principles of Management	
3	Business Environment	14
4	Planning	
5	Organizing	
6	Staffing	20
7	Directing	
8	Controlling	
	Total	50
PART B	BUSINESS FINANCE AND MARKETING	
9	Financial Management	15
10	Financial Markets	
11	Marketing Management	15
12	Consumer Protection	
	Total	30
	TOTAL	80

CLASS: XII COMMERCE**SUBJECT: ECONOMICS (030)**

PRESCRIBED BOOKS:

- NCERT
- MACRO ECONOMICS BY SANDEEP GARG
- INDIAN ECONOMICS BY JAIN AND OHRI

SL.NO	UNIT	NAME AND CONTENTS	MONTH	EXAM / TESTS PORTION
1.	Unit-1	<p>NATIONAL INCOME AND RELATED AGGREGATES</p> <p>What is Macroeconomics?</p> <ul style="list-style-type: none"> ➤ Basic concepts in macroeconomics: consumption goods, capital goods, final goods, intermediate goods; stocks and flows; gross investment and depreciation. ➤ Circular flow of income (two sector model); Methods of calculating National Income - Value Added or Product method, Expenditure method, Income method. ➤ Aggregates related to National Income: Gross National Product (GNP), Net National Product (NNP), Gross and Net Domestic Product (GDP and NDP) - at market price, at factor cost; Real and Nominal GDP. ➤ GDP and Welfare 	April	Monthly test unit -1 (30 marks)
2.	Unit-2	<p>MONEY AND BANKING</p> <p>Money</p> <ul style="list-style-type: none"> ➤ Meaning and supply of money - Currency held by the public and net demand deposits held by commercial banks ➤ Money creation by the commercial banking system. <p>Banking</p> <ul style="list-style-type: none"> ➤ Central bank and its functions (example of the Reserve Bank of India): ➤ Bank of issue, Govt. Bank, Banker's Bank, ➤ Control of Credit through Bank Rate, CRR, SLR, Repo Rate and Reverse Repo Rate, Open Market Operations, Margin requirement. 	May	Monthly test unit - 2 (30 marks)
3.	Unit-6	<p>DEVELOPMENT EXPERIENCE (1947-90) AND ECONOMIC REFORMS SINCE 1991:</p> <ul style="list-style-type: none"> ➤ A brief introduction of the state of Indian economy on the eve of independence. Common goals of Five Year Plans ➤ Main features, problems and policies of agriculture (institutional aspects and new agricultural strategy, etc.), industry (industrial licensing, etc.) and foreign trade. 	June	Monthly test unit - 6 (30 marks)

		<p>Economic Reforms since 1991:</p> <ul style="list-style-type: none"> ➤ Features and appraisals of liberalization, globalization and privatization (LPG policy); ➤ Concepts of demonetization and GST 		
4.	Unit-7	<p>CURRENT CHALLENGES FACING INDIAN ECONOMY</p> <p>Rural development:</p> <ul style="list-style-type: none"> ➤ Key issues - credit and marketing ➤ Role of cooperatives; agricultural diversification; alternative farming - organic farming <p>Human Capital Formation:</p> <ul style="list-style-type: none"> ➤ How people become resource; Role of human capital in economic ➤ Development; Growth of Education Sector in India <p>Employment:</p> <ul style="list-style-type: none"> ➤ Formal and informal growth; problems and policies. <p>Infrastructure:</p> <ul style="list-style-type: none"> ➤ Meaning and Types: Case Studies: Energy and Health. ➤ Problems and Policies- A critical assessment; <p>Sustainable Economic Development:</p> <ul style="list-style-type: none"> ➤ Meaning, Effects of Economic Development on Resources and ➤ Environment, including global warming. 	July	Monthly test unit -7 (30 marks)
5.	Unit-3	<p>DETERMINATION OF INCOME AND EMPLOYMENT</p> <p>Aggregate demand and its components.</p> <ul style="list-style-type: none"> ➤ Propensity to consume and propensity to save (average and marginal). Short-run equilibrium output; investment multiplier and its mechanism. Meaning of full employment and involuntary unemployment ➤ Problems of excess demand and deficient demand; measures to correct them - changes in government spending, taxes and money supply. 	August	Monthly test unit -3 (30 marks)
6.	Unit-4	<p>GOVERNMENT BUDGET AND THE ECONOMY</p> <p>Government budget</p> <ul style="list-style-type: none"> ➤ Meaning, objectives and components. ➤ Classification of receipts - revenue receipts and capital receipts; classification of expenditure – revenue expenditure and 	September	Revision of all chapters Half Yearly Exam Unit -1,2,3,4,6,7 (80 marks)

		<ul style="list-style-type: none"> ➤ Capitalexpenditure. ➤ Measures of government deficit - revenue deficit, fiscal deficit, primary deficit their meaning. 		
7.	Unit-5	BALANCE OFPAYMENTS Balance of payments account <ul style="list-style-type: none"> ➤ Meaning and components; balance of payments deficit ➤ Meaning. Foreign exchange rate - meaning of fixed and flexible rates and managed floating ➤ Determination of exchange rate in a free market 	October	Monthly test unit -5 (30 marks)
8.	Unit-8	DEVELOPMENT EXPERIENCEOFINDIA: A comparison with neighbors <ul style="list-style-type: none"> ➤ India and Pakistan ➤ India and China ➤ Issues: growth, population, sect oral development and other Human Development 	November	Monthly test unit -8 (30 marks)
		Revision, test series and previous year question set preparation	December	
		Part C : Project Work		

SYLLABUS FOR HALF YEARLY EXAM -2019

UNIT	CHAPTER NAME	MARKS
1	National Income and Related Aggregates	25
2	Money and Banking	15
3	Determination of Income and Employment	10
4	Government Budget and the Economy	10
6	Development Experience (1947-90) and Economic Reforms since 1991	10
7	Current Challenges facing Indian Economy	10

SYLLABUS FOR PRE BOARD EXAM -2020

UNITS		MARKS
PART A	INTRODUCTORY MACROECONOMICS	
1	National Income and Related Aggregates	10
2	Money and Banking	6
3	Determination of Income and Employment	12
4	Government Budget and the Economy	6
5	Balance of Payments	6
	TOTAL	40
PART B	INDIAN ECONOMIC DEVELOPMENT	
6	Development Experience (1947-90) and Economic Reforms since 1991	12
7	Current Challenges facing Indian Economy	22

8	Development Experience of India – A Comparison with Neighbors’	06
	TOTAL	40
	TOTAL	80

CLASS: XII COMMERCE

SUBJECT: ACCOUNTANCY (055)

PRESCRIBED BOOKS:

- NCERT
- ACCOUNTANCY (S.CHAND PUBLICATION)

Sl.No.	Unit	Name and Contents	Month	Exam / Tests Portion
1.	Unit-9	Financial Management <ul style="list-style-type: none"> ➤ Concept and objectives of financial management ➤ Financial decisions: investment, financing and dividend and factors affecting. ➤ Financial planning – concept and importance. ➤ Capital Structure - concept and factors affecting. ➤ Fixed and Working Capital - concept and Factors affecting their requirements. 	April	Monthly test unit -9 (30 marks)
2.	Unit-10	Financial Markets <ul style="list-style-type: none"> ➤ Financial Markets: concept and types. ➤ Money market and its instruments. ➤ Capital market and its types (primary and secondary). ➤ Stock Exchange - functions and trading Procedure. Depository Services and D'mat Account. ➤ Securities and Exchange Board of India (SEBI) - Objectives and functions. 	May	Monthly test unit – 10 (30 marks)
3.	Unit-11	Marketing Management <ul style="list-style-type: none"> ➤ Marketing - concept and functions. ➤ Marketing management philosophies. ➤ Marketing Mix -concept <ul style="list-style-type: none"> • Product - concept, branding, labeling and packaging. • Price - factors determining price. • Physical distribution- concept, channels of distribution: types, choice of channels. • 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 	June	Monthly test unit -11 (30 marks)

4.	Unit-12	Consumer Protection <ul style="list-style-type: none"> ➤ Concept and importance of consumer protection. ➤ Consumer Protection Act 1986 <ul style="list-style-type: none"> • Meaning of consumer and consumer protection. • Rights and responsibilities of consumers • Who can file a complaint and against whom? • Redressal machinery. ➤ Consumer awareness - Role of consumer organizations and NGO's. 	July	Monthly test unit -12 (30 marks)
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		Decentralization: concept and importance		
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11.	Unit-7	Directing <ul style="list-style-type: none"> ➤ Concept and importance ➤ Elements of Directing <ul style="list-style-type: none"> • Supervision - concept, functions of a supervisor. • Motivation – concept, Maslow’s hierarchy of needs; Financial and nonfinancial incentives. • Leadership - concept, styles – authoritative, democratic and laissez faire. ➤ Communication - concept, formal and informal communication; barriers to effective communication, how to overcome the barriers. 	November	Monthly test unit – 7 (30 marks)
12.	Unit-8	Controlling <ul style="list-style-type: none"> ➤ Concept, nature and importance ➤ Relationship between planning and controlling ➤ Steps in the process of control 	December	Monthly test unit – 8 (30 marks)
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