

**ST. JOSEPH'S CONVENT HIGH SCHOOL, CBSE – CHITTARANJAN**

**Syllabus Details**

**Session**– 2024-25

**Subject**- Business studies

**Class** – XII

**For Exam** – Unit Test 1

**Books Recommended:**

1. BUSINESS STUDIES By POONAM GHANDHI

MONTH	BOOKS / SECTION	LESSON(S) / TOPIC(S)	SUGGESTED ACTIVITIES & PROJECTS
<b>APRIL</b>	<b>Nature and significance of management</b>	<ul style="list-style-type: none"><li>• Modern concept and meaning of management.</li><li>• Characteristics or features of management.</li><li>• Objectives of management.</li><li>• Importance of management.</li><li>• Nature of management.</li><li>• Levels of management.</li><li>• Functions of management.</li><li>• Coordination.</li></ul>	Making notes, Writing important question answers and Group discussions
<b>MAY</b>	<b>Principles of management</b>	<ul style="list-style-type: none"><li>• Introduction and meaning of management principles.</li><li>• Nature and characteristics of management principles.</li></ul>	Making notes, Writing important question answers and Group discussions

		<ul style="list-style-type: none"><li>• Significance of management principles.</li><li>• Scientific management developed by F.W Taylor.</li><li>• Fayol's principles of management.</li><li>• Comparison between Taylor and fayol.</li></ul>	
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