

**THE BSS SCHOOL**  
**BUSINESS STUDIES**  
**2026 - 2027**  
**CLASS – XII**

**UNIT TEST:**

**Unit 1 : Human Resource Management.**

1. Introduction to Human Resource Management.
2. Job Analysis and Manpower Planning.
3. Staff Recruitment.
4. Staff Selection.
5. Staff Training.
6. Staff Morale.
7. Staff Motivation.

**HALF YEARLY :**

**Unit 1 : Human Resource Management**

8. Staff Remuneration.
9. Staff Leadership
10. Staff Appraisal
11. Staff Promotion and Transfer.
12. Staff Separation.
13. Emerging trends in Human Resources.

**Unit 2 : Business Communication and Correspondence.**

14. Business Communication.
15. Business Correspondence.
16. Report and Report writing.

**Unit 3 : Business Size and Finance.**

17. Various Business Entities.
18. Sources of Business Finance.

**\* Project 1**

**( ALL CHAPTERS OF UNIT TEST ARE INCLUDED)**

**FINAL TERM:**

**Unit 4 : Globalisation and Recent Trends in Business.**

19. Globalisation.
20. E business.
21. Outsourcing.

**Unit 5. Business Regulators and Intermediaries.**

22. Business Regulators and Intermediaries.

**\* Project 2**

**( ALL CHAPTERS OF UNIT TEST AND HALF YEARLY ARE INCLUDED)**

