|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indian School Al Wadi Al Kabir - Syllabus break up for 2014-15** | | | | |
| Class 12  Business  studies | Week1 | Week2 | Week3 | Week4 |
| **APRIL** | - | Chapter-1 Nature and Significance of management   * Management – Concept, Objectives and Importance * Management as a Science, Art and Profession * Levels of Management      * Management functions – Planning, Organizing, Staffing, Directing and Controlling * Coordination – Concept, Characteristics and Importance | * Coordination – Concept, Characteristics and Importance * Chapter -2 Principles of Management * Concept, Nature and Significance of Principles of Management * Fayol’s Principles of management * Taylor’s Scientific Management, Principles and techniques | * Fayol’s Principles of management * Taylor’s Scientific Management, Principles and techniques |
| **MAY** | Chapter -3 Management and Business Environment   * Business Environment – Concept and Importance * Dimensions of Business Environment * Impact of Government policy | Chapter -4 Planning   * Concept, Importance and Limitations * Planning process | Contd..chapter-4   * Single use and standing plans   Chapter – 5 Organizing   * Concept and Importance | Contd..chapter-5   * Organising concept and importance continued * Organising process * Structure of organization * Formal and informal organisation |
| **JUNE** | Contd..chapter-5   * Formal and Informal organization continued * Delegation – Concept, Elements and Importance * Decentralization – Concept and Importance | Contd..chapter-5.   * Decentralization – Concept and Importance continued   Chapter -6 – Staffing   * Concept and Importance * Staffing as a part of Human Resource Management * Staffing process * Recruitment sources | - | - |
| **JULY**  (assignment/projects) |  |  |  |  |