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| **Indian School Al Wadi Al Kabir - Syllabus break up for 2014-15** |
| Class 12Businessstudies | 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
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| **JULY**(assignment/projects) |  |  |  |  |