**INDIAN SCHOOL AL WADI AL KABIR**

 DEATAILED MONTHLY PLAN 2015-16

Name of the department: Commerce Subject: Business studies-XII

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| Month | No.of weeks(teaching) | Topic /Lesson discussed in each week |
| 1-week | 2-week | 3-week | 4-week |
| April | 3 Weeks 3 Days | 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
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 | * 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
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* Taylor’s Scientific Management, Principles and techniques
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| **May** | 4 Weeks 1 day | 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
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| June  | 2 Weeks | Revision and project work | Asssessment I | \_\_\_\_\_ |  \_\_\_\_\_ |