**INDIAN SCHOOL AL WADI AL KABIR**

DEATAILED MONTHLY PLAN 2015-16

Name of the department: COMMERCE Subject: BUSINESS STUDIOES-XII

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| **Month** | **No.of weeks**  **(teaching)** | **Topic /Lesson discussed in each week** | | | |
| **1-week** | **2-week** | **3-week** | **4-week** |
| August | 3Weeks & 4Days | * Formal and Informal Organisation * Delegation –Concept and Importance | Decentralisation- Concept and Importance  Chapter -6 – Staffing   * Concept and Importance * Staffing as a part of Human Resource Management * Staffing process   Recruitment sources   * Training and Development | Training methods  Chapter : 7: Directing   * Meaning , features and merits of Directing. * Principles of directing * Meaning of supervision and its importance * Meaning of motivation and its importance | Directing (contd..)   * Maslows theory and its application * Financial and non financial incentives * Concept of leadership and its importance * Qualities of a good leader |
| September | 2 Weeks 1 day | Directing (contd..)   * Formal and informal communication * Barriers to effective communication and measures to overcome these barriers * Leadership styles | Assessment-2 | Assessment-2 | Chapter: 8: Controlling   * Meaning, importance and demerits of controlling * Relationship between planning and controlling * Steps involved in the process of Controlling   Chapter : 9: Financial Management   * Concepts and objectives of financial management * Financial decisions |
| October | 4 Weeks | Chapter : 9: Financial Management (contd.,)   * Financial decisions * Financial planning | Chapter : 9: Financial Management (contd.,)   * Financial planning (cont.,) * Capital structure * Factors affecting capital structure | Chapter : 9: Financial Management (contd.,)   * Fixed and working capital * Concept and factors affecting their requirements   Chapter : 10 Financial Markets   * Meaning and functions of financial market * Money market and its instruments | Chapter : 9: Financial Management (contd.,)   * Financial planning (cont.,) * Capital structure * Factors affecting capital structure |
| November | 4 Weeks | Chapter : 11 Marketing Management (contd.,)   * Marketing management philosophies * Marketing Mix concept | Chapter : 11 Marketing Management (contd.,)   * Marketing Mix concept (contd.,) * Price * Physical distribution | Chapter : 11 Marketing Management (contd.,)   * Promotion   Chapter 12: Consumer protection   * Concept and importance * COPRA 1986 * Consumer Awareness | * Consumers Rights & responsibilities |
| December |  | RevisionFirst Rehearsal | First Rehearsal Examination |  |  |