**INDIAN SCHOOL AL WADI AL KABIR**

DEATAILED MONTHLY PLAN 2017-18

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 |
| March | 2 Weeks 2 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 * Chapter -2 Principles of Management * Concept, Nature and Significance of Principles of Management * Fayol’s Principles of management | * Fayol’s Principles of management (Contd.,) * Taylor’s Scientific Management, Principles and techniques |
| **April** | 3 Weeks 3 Days | 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   * Types of Plan * Single use and standing plans   Chapter – 5 Organizing   * Concept and Importance | * Organising concept and importance continued * Organising process |
| May | 3 Weeks+ 4 Days | * Structure of organization * Formal and informal organisation | * Functional and Divisional Structure * Formal and Informal Organisation | * Delegation and its elements Decentralisation * UNIT 6 STAFFING * Concept and importance of staffing * Staffing as a part of HRM | * Staffing process * Process of recruitment * Selection process |