**AIR FORCE SCHOOL, BAMRAULI**

**ACADEMIC SESSION - (2019-2020)**

**Monthly Split-up Syllabus**

**Class: XIIC Subject: Business Studies**

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| **S.N.** | **Month** | **CHAPTER/ UNIT** | **Topic/Sub topic** |
| 1 | APR 2019 | 1,2 | Nature and significance of ManagementPrinciples of Management |
| 2 | MAY2019 | 3 |  Business Environment  |
| 3 | JUNE2019 | 4 |  Planning (a) Introduction (b) Importance(c)Features,Limitations,Process,Types  |
| 4 | JULY2019 | 5,6 |  Organising (Meaning,Steps,Structure) Staffing(Need,Importance,Steps)(Importance,Principles,elements) |
| 5 | AUG2019 | 7,8 | Directing(Importance,Prinples,elements)Controlling(Importance,Limitations) |
| 6 | SEP2019 | 9,10 | Financial Management(Definition, Nature) Financial Market(Primary,Secondary) |
| 7 | OCT2019 | 11,12 | .Marketing(Meaning,Concept)Consumer Protection(Meaning,Rights,Duties) |
| 8 | NOV2019 |  | Pre-Board--I |
| 9 | DEC TO JAN2020 |  | Revision(Sample Paper,Practice Paper)Pre-Board--II |
| 10 | FEB2020 |  | Board Practical |
| 11 | MAR2020 |  | Board Exams |