**AIR FORCE SCHOOL, BAMRAULI**

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

**Monthly Split-up Syllabus**

**Class: XIIC Subject: Business Studies**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **Month** | **CHAPTER/ UNIT** | **Topic/Sub topic** |
| 1 | APR 2019 | 1,2 | Nature and significance of Management  Principles of Management |
| 2 | MAY  2019 | 3 | Business Environment |
| 3 | JUNE  2019 | 4 | Planning  (a) Introduction  (b) Importance  (c)Features,Limitations,Process,Types |
| 4 | JULY  2019 | 5,6 | Organising  (Meaning,Steps,Structure)  Staffing  (Need,Importance,Steps)  (Importance,Principles,elements) |
| 5 | AUG  2019 | 7,8 | Directing  (Importance,Prinples,elements)  Controlling  (Importance,Limitations) |
| 6 | SEP  2019 | 9,10 | Financial Management  (Definition, Nature)  Financial Market  (Primary,Secondary) |
| 7 | OCT  2019 | 11,12 | .Marketing  (Meaning,Concept)  Consumer Protection  (Meaning,Rights,Duties) |
| 8 | NOV  2019 |  | Pre-Board--I |
| 9 | DEC TO JAN2020 |  | Revision  (Sample Paper,Practice Paper)  Pre-Board--II |
| 10 | FEB  2020 |  | Board Practical |
| 11 | MAR  2020 |  | Board Exams |