

Annual & Weekly Syllabus Split-Up - 2026-27

Grade XII

Subject: Business Administration

S.No	Month	No. of Working Days	No. of Days	Topic	Sub Topic	Teaching Aids/Resources	Classroom teaching Video Link	Activities	Art Integrated project	Pedagogy Process/Teaching Strategy	Chapterwise Notes link	Assessment	
1	APRIL	25	Week 1	4	Part-B – SUBJECT SPECIFIC SKILLS (50 Marks) Unit 1 : Introduction to Management	1.1 Meaning, Definition of Management;1.2 Features, Importance, Functions of Management	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion		Interactive Discussion	https://drive.google.com/drive/folders/3kmmNaYl9F6eAl5tAV0u5xMycnza_rhh2C7usp=drive_link	
			Week 2	6	Unit 1 : Introduction to Management	1.3 Levels of Management; 1.4 Management and Administration	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion		Interactive Discussion		Class Test WS
			Week 3	5	Unit 2 :Concept of Management	2.1 Nature of Management;2.2 Concept and thoughts of Management;	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion		Interactive Discussion		
			Week 4	6	Unit 2 :Concept of Management MID APRIL TEST	2.3 Principles of Management	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS	https://www.youtube.com/watch?v=wys1OzY8mAc	Cooperative Learning (Peer Teaching)	List of 14 principles by Henry Fayol	Cooperative Learning (Peer Teaching)		
			Week 5	4	Unit 3 : Functions of Management	3.1 Planning;3.2 Organizing3.3 Staffing;	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion	Flow chart on functions of Management	Interactive Discussion		Class Test WS
2	JUNE	20	Week 1	0									
			Week 2	6	Unit 3 : Functions of Management	3.1 Planning;3.2 Organizing3.3 Staffing;	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS	https://www.youtube.com/watch?v=sq6LMjurFCZM	Cooperative Learning (Peer Teaching)		Cooperative Learning (Peer Teaching)		
			Week 3	6	Unit 3 : Functions of Management PT 1 (10-17 June)	3.4 Directing; 3.5 Controlling; 3.6 Coordinating	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Cooperative Learning (Peer Teaching)		Cooperative Learning (Peer Teaching)		
			Week 4	6	Unit 4 : Communication	4.1 Introduction;4.2 Significance of Communication;4.3 Types of Communication	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion		Interactive Discussion		
			Week 5	2	Unit 4 : Communication	4.4 Features of Effective Communication;	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion		Interactive Discussion		
3	JULY	27	Week 1	4	Unit 4 : Communication	4.5 Hurdles of Communication	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Practical application with Case Study	Chart showing the different hurdles and how to solve	Practical application with Case Study	Class Test WS	
			Week 2	6	Unit 5 : Motivation	5.1 Motivation and its Importance;5.2 Theories of Motivation	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Flipped Classroom		Flipped Classroom		
			Week 3	6	Unit 5 : Motivation	5.4 Theories of Motivation and Methods of Motivation 5.5 Methods of Motivation; Motivation and Inspiration	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS	https://www.youtube.com/watch?v=IV_LBx3t6pA	Practical application with Case Study		Practical application with Case Study		
			Week 4	6	Part-A: EMPLOYABILITY SKILLS (10 Marks) Unit 1: Communication Skills	Session 1 Active Listening; Session 2 Parts of Speech;Session 3 Writing Sentences	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Flipped Classroom		Flipped Classroom		
			Week 5	5	Unit 2: Self-management Skills PRE MID TERM 20th July - 27 July	Session 1 Motivation and Positive Attitude; Session 2 Result Orientation; Session 3 Self-awareness	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Practical application with Case Study		Practical application with Case Study		
4	AUGUST	24	Week 1	1									
			Week 2	6	Unit 6 : Leadership	6.1 Meaning, Definition and Importance of Leadership;6.2 Types of Leaders	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion		Interactive Discussion	Class Test WS	
			Week 3	5	Unit 6 : Leadership	6.3 Characteristics of a Good Leader; 6.4 Leadership Styles	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Practical application with Case Study		Practical application with Case Study		
			Week 4	6	Employability Skill Unit 3: Information and Communication Technology Skills	Session 1 Getting Started with Spreadsheet; Session 2 Performing Basic Operations in a Spreadsheet;Session 3 Working with Data and Formatting Text ;Session 4 Advanced Features in Spreadsheet;	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Discussion and Competency Based Question Answers		Discussion and Competency Based Question Answers		
			Week 5	5+1	Unit 3: Information and Communication Technology Skills	Session 5 Presentation Software; Session 6 Opening, Closing, Saving and Printing a Presentation; Session 7 Working with Slides and Text in a Presentation; Session 8 Advanced Features used in Presentation	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Discussion and Competency Based Question Answers		Discussion and Competency Based Question Answers		
5	SEPTEMBER	23	Week 1	5	Term 1								
			Week 2	6									
			Week 3	5	Unit 7 : Social Responsibility of Business	7.1 Meaning of Social Responsibility;7.2 Business and Society	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Interactive Discussion		Interactive Discussion		
			Week 4	5	Unit 7 : Social Responsibility of Business	7.3 Concept of Social Responsibility;7.4 Importance of Social Responsibility 7.5 Corporate Social Responsibility	CBSE ONLINE Study Material [E-BOOK] (Subject Specific Skill), WORKSHEETS		Flipped Classroom		Flipped Classroom		

