

BUSINESS ADMINISTRATION (833) Annual & Weekly Syllabus Split-Up - 2025-26
Grade 12

S.No	Month	No. of Working Days		No. of Days	Topic	Sub Topic	Resources	Activity	Mid April Test	Periodic Test 1	Pre Mid Term	Mid Term	Pre Board I	Pre Board II	Pre Board III	Annual
1	APRIL	23	Week 1	5	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 SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion	√			√	√	√	√	√
			Week 2	5	Unit 1 : Introduction to Management	1.3 Levels of Management; 1.4 Management and Administration		Interactive discussion				√	√	√	√	√
			Week 3	4	Unit 2 :Concept of Management	2.1 Nature of Management;2.2 Concept and thoughts of Management 2.3 Principles of Management		Interactive discussion				√	√	√	√	√
			Week 4	6	Unit 3 : Functions of Management	3.1 Planning;3.2 Organizing3.3 Staffing; 3.4 Directing 3.5 Controlling; 3.6 Coordination		Interactive discussion				√	√	√	√	√
			Week 5	3	Unit 4 : Communication	4.1 Introduction;4.2 Significance of Communication;4.3 Types of Communication 4.4 Features of Effective Communication;4.5 Hurdles of Communication		Interactive discussion				√	√	√	√	√
2	JUNE	19	Week 1	0		[SUMMER VACATION] [3 MAY-8 JUNE]										
			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 SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Case Study on Motivation			√	√	√	√	√	√
			Week 3	6	Unit 5 : Motivation	5.3 Theories of Motivation;5.4 Theories of Motivation and Methods of Motivation		Case Study on Motivation; Real life			√	√	√	√	√	√
			Week 4	6	Unit 5 : Motivation	5.4 Theories of Motivation and Methods of Motivation;5.5 Methods of Motivation; Motivation and Inspiration		Case Study on Motivation			√	√	√	√	√	√
			Week 5	1	Unit 5 : Motivation [PERIODIC TEST 1] [30 JUNE-7 JULY]	5.5 Methods of Motivation; Motivation and Inspiration		Case Study on Motivation			√	√	√	√	√	√
3	JULY	27	Week 1	5	Unit 6 : Leadership	6.1 Meaning, Definition and Importance of Leadership;6.2 Types of Leaders	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Identify four leaders from politics and			√	√	√	√	√	√
			Week 2	6	Unit 6 : Leadership	6.3 Characteristics of a Good Leader; 6.4 Leadership Styles		Interactive discussion			√	√	√	√	√	√
			Week 3	6	Unit 7 : Social Responsibility of Business	7.1 Meaning of Social Responsibility;7.2 Business and Society		Group discussion ; Case Study,Real life examples				√	√	√	√	√
			Week 4	6	Unit 7 : Social Responsibility of Business	7.3 Concept of Social Responsibility;7.4 Importance of Social Responsibility		Group discussion ; Case Study,Real life examples				√	√	√	√	√
			Week 5	4	Unit 7 : Social Responsibility of Business	7.5 Corporate Social Responsibility		Group discussion ; Case Study,Real life examples					√	√	√	√
4	AUGUST	23	Week 1	2	Unit 8 : Information Technology and Business [PRE MID TERM EXAM] [1 AUG-8 AUG]	8.1 Meaning,Definition and Importance of Information Technology	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion								
			Week 2	5	Unit 8 : Information Technology and Business	8.2 Information technology in Functional areas of business; 8.3 Meaning of Ebusiness Scope of Ebusiness		Conduct a market survey to assess the satisfaction								
			Week 3	5	Unit 8 : Information Technology and Business	8.4 Merits and Demerits of Ebusiness		Interactive discussion					√	√	√	√
			Week 4	6	Part-A: EMPLOYABILITY SKILLS (10 Marks).Unit 1: Communication Skills-IV	Session 1 Active Listening; Session 2 Parts of Speech;Session 3 Writing Sentences		Interactive discussion				√	√	√	√	√
			Week 5	5	Unit 2: Self-management Skills-IV	Session 1 Motivation and Positive Attitude; Session 2 Result Orientation; Session 3 Self-awareness		Role-play Avoiding stressful				√	√	√	√	√
5	SEPTEMBER	25 (13)	Week 1	5		[MID TERM EXAM] TERM 1 [4 SEPT-18 SEPT]										
			Week 2	6												
			Week 3	6	Unit 3: Information and Communication Technology Skills-IV	Session 1 Getting Started with Spreadsheet; Session 2 Performing Basic Operations in a Spreadsheet;Session 3 Working with Data and Formatting Text ; Session 4	CBSE ONLINE STUDY MATERIAL [E-BOOK] (EMPLOYABILITY SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Initial thinking activity How do you think a					√	√	√	√
			Week 4	6	Unit 3: Information and Communication Technology Skills-IV	Session 5 Presentation Software; Opening, Closing, Saving and Printing a Presentation; Session 7 Working with Slides and Text in a Presentation		Initial thinking activity Why do you think we practice					√	√	√	√
			Week 5	2	Unit 3: Information and Communication Technology Skills-IV	Session 8 Advanced Features used in Presentation		Formatting spreadsheets					√	√	√	√
6	OCTOBER	13	Week 1	3	Unit 4: Entrepreneurial Skills-IV	Session 1 Entrepreneurship and Entrepreneur; Session 2 Barriers to Entrepreneurship	CBSE ONLINE STUDY MATERIAL [E-BOOK] (EMPLOYABILITY SKILLS) WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion The topic for discussion					√	√	√	√
			Week 2	6	Unit 4: Entrepreneurial Skills-IV	Session 3 Entrepreneurial Attitudes; Session 4 Entrepreneurial Competencies		Entrepreneurship quiz; Who am I? In this					√	√	√	√
			Week 3	4	Unit 5: Green Skills-IV [CBSE CLASS XII COURSE COMPLETION 2026]	Session 1 Green Jobs; Session 2 Importance of Green Jobs		Group discussion Green jobs Every student					√	√	√	√

