

BUSINESS ADMINISTRATION (CODE NO. 833)
CLASS XI (SESSION 2019-2020)

BUSINESS ADMINISTRATION (CODE NO. 833) Class XII (Session 2019-2020)	
Theory (Part A & B)	70 marks
Practical (Part C)	30 marks
Total Marks	100 marks

Theory

❖ **PART A: EMPLOYABILITY SKILLS**

- Unit 1: Communication Skills
- Unit 2: Self-Management Skills
- Unit 3: Basic ICT Skills
- Unit 4: Entrepreneurial Skills
- Unit 5: Green Skills

❖ **PART B:**

- Unit 1 – Unit 1: Introduction to Business Operations
- Unit 2 – Business Environment
- Unit 3 – Products and Services
- Unit 4 – Types of Organization
- Unit 5 – Formation of Partnership Firm and Joint Stock Company
- Unit 6 – Business Correspondence
- Unit 7 – Functional Areas of Management
- Unit 8 – Organisational Behaviour

Practical

❖ **PART C:**

- Project
- Practical file/Portfolio/ Power Point presentation
- Demonstration of Skill competency via Lab Activities