

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

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

**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 – Introduction to Management
- Unit 2 – Concept of Management
- Unit 3 – Functions of Management
- Unit 4 – Communication
- Unit 5 – Motivation
- Unit 6 – Leadership
- Unit 7 – Social Responsibility of Business
- Unit 8 – Information Technology and Business

**Practical**

❖ **PART C:**

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