

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2020-2021

BUSINESS ADMINISTRATION (SUBJECT CODE 833)

JOB ROLE: Business Executive

RATIONALIZED CURRICULUM FOR CLASS-XII FOR SESSION 2020-21

Total Marks: 100 (Theory-70 + Practical-30)

| | UNITS | NO. OF HOURS for Theory and Practical | MAX. MARKS for Theory and Practical |
|--------------------|------------------------------------------------------|---------------------------------------------|-------------------------------------------|
| Part A | Employability Skills | | |
| | Unit 1 : Communication Skills-IV | 13 | 10 |
| | Unit 2 : Self-Management Skills- IV | 07 | |
| | Unit 3 : ICT Skills- IV | 13 | |
| | Unit 4 : Entrepreneurial Skills- IV | 10 | |
| | Unit 5 : Green Skills- IV | 07 | |
| | Total | 50 | |
| Part B | Subject Specific Skills | | |
| | Unit 1 : Introduction to Management | 16 | 08 |
| | Unit 2 : Concept of Management | 25 | 10 |
| | Unit 3 : Functions of Management | 25 | 10 |
| | Unit 4 : Communication | 16 | 06 |
| | Unit 5 : Motivation | 16 | 06 |
| | Unit 6 : Leadership | 20 | 08 |
| | Unit 7 : Social Responsibility of Business | 16 | 06 |
| | Unit 8 : Information Technology and Business | 16 | 06 |
| | Total | 150 | 60 |
| Part C | Practical Work | | |
| | Project | 60 | 10 |
| | Viva | | 05 |
| | Practical File | | 05 |
| | Demonstration of skill competency via Lab Activities | | 10 |
| | Total | | 60 |
| GRAND TOTAL | 260 | 100 | |

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

| S. No. | Units | Duration in Hours |
|---------------|------------------------------------------------------------|--------------------------|
| 1. | Unit 1: Communication Skills-IV | 13 |
| 2. | Unit 2: Self-management Skills-IV | 07 |
| 3. | Unit 3: Information and Communication Technology Skills-IV | 13 |
| 4. | Unit 4: Entrepreneurial Skills-IV | 10 |
| 5. | Unit 5: Green Skills-IV | 07 |
| | TOTAL DURATION | 50 |

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

| S. No. | Units | Duration in Hours |
|---------------|----------------------------------------------|--------------------------|
| 1. | Unit 1 : Introduction to Management | 16 |
| 2. | Unit 2 :Concept of Management | 25 |
| 3. | Unit 3 : Functions of Management | 25 |
| 4. | Unit 4 : Communication | 16 |
| 5. | Unit 5 : Motivation | 16 |
| 6. | Unit 6 : Leadership | 20 |
| 7. | Unit 7 : Social Responsibility of Business | 16 |
| 8. | Unit 8 : Information Technology and Business | 16 |
| | TOTAL DURATION | 150 |

| UNIT | SUB-UNIT | SESSION/ ACTIVITY/ PRACTICAL |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Introduction to Management | 1.1 Meaning, Definition of Management | Session: Understand the meaning, definition & Concept of Management. <ul style="list-style-type: none"> • Meaning of Management. • Definition by various management experts & thinkers. Concept of management. |
| | 1.2 Features, Importance, Functions of Management | Session: Understand the characteristics and significance of management. <ul style="list-style-type: none"> • Features of management. • Importance of management. • Functions of management |
| | 1.3 Levels of Management | Session: Understand the hierarchy of levels of management <ul style="list-style-type: none"> • Understand the various levels of management. • Understanding the importance of every level of management. |
| | | Activity: Prepare a PPT on levels of management of any multinational co*. |
| | 1.4 Management and Administration | Session: Understanding the relation between management and administration. <ul style="list-style-type: none"> • Meaning of Management & Administration. • Difference between Management & Administration |
| Activity: Prepare a chart highlighting the differences between Management & Administration. | | |

***Note :- To be assessed in practical only. No question shall be asked from this portion in Theory Exams.**

| UNIT | SUB-UNIT | SESSION/ ACTIVITY/ PRACTICAL |
|----------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Concept of Management | 2.1 Nature of Management | Session: Understand the nature of management. <ul style="list-style-type: none"> • Understand Management as Art. • Understand Management as Science. • Understand Management as Profession. |
| | 2.2 Concept and thoughts of Management | Session: Understand the various thoughts & approaches to Management. <ul style="list-style-type: none"> • Understand Meaning & concept of Classical Approach • Understand Meaning & Concept of Scientific Management • Understand Meaning & concept of Neo-Classical approach |
| | 2.3 Principles of Management | Session: Understand the Principles of management. <ul style="list-style-type: none"> • Understand the Need of Management Principles. • Understand the contribution of Taylor's concept of Scientific Management. • Understand the contribution of Fayol's Principles of Management (14 Principles} |
| 3. functions of management | 3.1 Planning | Session: understand the meaning and significance of Planning <ul style="list-style-type: none"> • Meaning of Planning. • Importance of Planning. • Types of Plans. . • Process of Planning. |
| | 3.2 Organising | Session: understand the meaning and significance of Organising <ul style="list-style-type: none"> • Meaning of Organising. • Importance of Organising. • Organising as a process. • Organisation as a structure. • Types of Organisation. |
| | 3.3 Staffing | Session: Understand the meaning and significance of staffing. <ul style="list-style-type: none"> • Meaning of staffing. • Importance of staffing. • Staffing process |
| | 3.4 Directing | Session: understand the meaning and significance of Directing <ul style="list-style-type: none"> • Meaning of Directing. • Importance of Directing. • Elements of Directing |

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| UNIT | SUB-UNIT | SESSION/ ACTIVITY/ PRACTICAL |
|------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 3.5 Controlling | Session: understand the meaning and Importance of Controlling. <ul style="list-style-type: none"> • Meaning of Controlling. • Importance of Controlling. • Relationship between Planning and Controlling |
| | 3.6 Coordination | Session: understand the meaning and Importance of Coordination. <ul style="list-style-type: none"> • Meaning of Coordination. • Importance of Coordination. • Coordination as essence of management. |
| 4. Communication | 4.1 Introduction | Session: Understand the Meaning and importance of Communication. <ul style="list-style-type: none"> • Definition of communication. • Method of communication. |
| | 4.2 Significance of Communication | Session: understand the significance of communication. <ul style="list-style-type: none"> • Transfer of ideas • For education • For organizational structure |
| | 4.3 Types of Communication | Session: understand the types of communication. <ul style="list-style-type: none"> • Verbal and non-verbal communication • Formal and informal communication. • Visual communication |
| | 4.4 Features of Effective Communication | Session: understand the process of Effective communication. |
| | 4.5 Hurdles of Communication | Session: understand the various hurdles of communication. <ul style="list-style-type: none"> • Language hurdles • Emotional hurdles • Physical hurdle • Systematic hurdle • Attitudinal hurdle |
| 5. Motivation | 5.1 Motivation and its Importance | Session: understand the Meaning and Importance of Motivation. <ul style="list-style-type: none"> • Definition of Motivation • Characteristics of Motivation • Significance of Motivation |
| | 5.2 Theories of Motivation | Session: understand Types of motivational theories Content theories in detail <ul style="list-style-type: none"> ➤ Different motivational theories ➤ Type of Content theories <ul style="list-style-type: none"> ❖ Maslow's Theory ❖ Herzberg Theory ❖ ERG Theory |

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| UNIT | SUB-UNIT | SESSION/ ACTIVITY/ PRACTICAL |
|--------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 5.3 Theories of Motivation | Session: understand the Process of theories in detail, Reinforcement theory of Motivation <ul style="list-style-type: none"> • Type of Process theories • Expectancy Theory • Equity Theory Reinforcement theory of motivation? |
| | 5.4 Theories of Motivation and Methods of Motivation | Session: Understand the Behavioural Theories in detail and Measures of Motivation. <ul style="list-style-type: none"> • Behavioural Theories • McGregor Theory X and Y • Ou chi Theory Z Methods of Motivation • Financial Incentives • Non-Financial Incentives |
| | 5.5 Methods of Motivation; Motivation and Inspiration | Session: Understand the Methods of Motivation and able to differentiate Motivation and Inspiration. <ul style="list-style-type: none"> • Job Enlargement • Job Enrichment • Difference between Motivation and Inspiration |
| 6. Leadership | 6.1 Meaning, Definition and Importance of Leadership | Session: Understand the meaning, importance and significance of leadership. <ul style="list-style-type: none"> • Meaning and definition of Leadership • Significance of Leadership |
| | 6.2 Types of Leaders | Session: Understand the Classification of Leaders <ul style="list-style-type: none"> • Categories of different kinds of leaders |
| | 6.3 Characteristics of a Good Leader | Session: Understand the Characteristics of a Good leader <ul style="list-style-type: none"> • Understanding qualities which make a person leader. |
| | 6.4 Leadership Styles | Session: Understand the various Styles of Leadership <ul style="list-style-type: none"> • Comprehending different styles leaders can adopt |
| 7. Social Responsibility of Business | 7.1 Meaning of Social Responsibility | Session: Understand the concept of social responsibility of business in society. |
| | 7.2 Business and Society | Session: Understand the correlation between business and society. |
| | 7.3 Concept of Social Responsibility | Session: Understand the evolution and concept of social responsibility. <ul style="list-style-type: none"> • Economic responsibility • Legal responsibility • Ethical responsibility • Philanthropic Responsibility |

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| UNIT | SUB-UNIT | SESSION/ ACTIVITY/ PRACTICAL |
|----------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 7.4 Importance of Social Responsibility | Session: Understand the importance of Social responsibility. <ul style="list-style-type: none"> • From employees view • From customer views • From investors views • From supplier views • From govt. views • From society views |
| | 7.5 Corporate Social Responsibility* | Session: <ul style="list-style-type: none"> • Understand the concept of corporate social responsibility. • Meaning of CSR • Potential business benefits of CSR |
| 8.Information technology and business | 8.1 Meaning, Definition and Importance of Information Technology | Session: Understand the Meaning of Information Technology and Significance of Information Technology <ul style="list-style-type: none"> • Meaning and definition of information technology • Relevance of information technology in current scenario |
| | 8.2 Information technology in Functional areas of business* | <ul style="list-style-type: none"> • Session: • Understanding role of Information Technology in different areas of business. • Usage of Information technology in various areas of business |
| | 8.3 Meaning of E-business * • Scope of E-business* | <ul style="list-style-type: none"> • Session: Understand the Meaning of E-business • Information Technology in different areas of business • Scope of E-business. • Understand the Scope of E- Business |
| | 8.4 Merits and Demerits of E-business | Session: understand the merits and demerits of E-business. <ul style="list-style-type: none"> • Merits of E-Business • Demerits of E- Business |

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