

BUSINESS ADMINISTRATION (CODE NO. 833)

CLASS XII (SESSION 2019-2020)

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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 – 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