



INDIAN SCHOOL MUSCAT
Department of Commerce and Humanities
BUSINESS ADMINISTRATION (SUBJECT CODE - 833)
CLASS – XII (SESSION 2022-2023)

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

Part A : Employability Skills	Marks
Unit 1 : Communication Skills-IV Unit 2 : Self-Management Skills-IV Unit 3 : ICT Skills IV Unit 4: Entrepreneurial Skills-IV Unit 5 : Green Skills-IV	10
Total	10
Part B : Subject Specific Skills	Marks
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	60
Total	60
Part C (Project & Practical Work) (30 Marks)	
Project	10
Viva	05
Practical File	05
Demonstration of Skill competency via Lab Activities	10
Total	30
GRAND TOTAL	100 Marks



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MONTHLY BREAK UP OF SYLLABUS

MONTH	UNIT
March, 2022	Unit 1 : Introduction to Management Unit 2 : Concept of Management
April, 2022	Unit 3 : Functions of Management Unit 4 : Communication FIRST PERIODIC TEST
May, 2022	Employability Skills Unit 1 : Communication Skills-IV Unit 2 : Self-Management Skills-IV Unit 3 : ICT Skills IV Unit 4: Entrepreneurial Skills-IV Unit 5 : Green Skills-IV SECOND PERIODIC TEST
June, 2022	Unit 5: Motivation
August, 2022	Unit 6: Leadership Unit 7: Social Responsibility of Business
September, 2022	HALF YEARLY EXAMINATION
October, 2022	Unit 7: Social Responsibility of Business Unit 8: Information Technology and Business
November, 2022	REVISION & FINAL EXAMINATION
December, 2022	REVISION & FINAL EXAMINATION
January, 2023	REVISION FIRST PRE BOARD EXAMINATION CBSE PRACTICAL EXAMINATION
February, 2023	SECOND PRE BOARD EXAMINATION
March, 2023	CBSE BOARD EXAM 2022-23