



INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF COMMERCE AND HUMANITIES
CLASS XI
BUSINESS ADMINISTRATION - 833
YEAR PLAN 2022-2023

SYLLABUS FOR THE YEAR – 2022-2023

Theory: 60 Marks

Project: 40 Marks

UNIT	TOPIC	MARKS
Part A: Employability Skills		
1	Communication Skills-IV	2
2	Self-Management Skills-IV	2
3	ICT Skills-IV	2
4	Entrepreneurial Skills-IV	2
5	Green Skills-IV	2
TOTAL		10
Part A: Subject Specific Skills		
1	Introduction to Business Operation	5
2	Business Environment	8
3	Products & Services	7
4	Types of Organisation	5
5	Formation of Partnership Firm and Joint Stock Company	8
6	Business Correspondence	7
7	Functional Areas of Management	5
8	Organisational Behaviour	5
TOTAL		50
PART C: PROJECT WORK (as per CBSE guidelines)		40
TOTAL		100

MONTHLY BREAK UP OF SYLLABUS
CLASS - XI

Month	Unit/ Chapter	Sub- units	Remark
MAY, 2022	UNIT 1 : INTRODUCTION TO BUSINESS OPERATION	SESSION-1 Concept of Business	
JUNE, 2022		Session 2 Types of Business Operations	
		Session 3 Management of Business Operations.	
SUMMER VACATION			

AUGUST, 2022	UNIT 2 BUSINESS ENVIRONMENT	SESSION-1 Meaning of Business Environment
		Session 2 Elements of Business Environment
		Session 3 Environmental Analysis
	UNIT 1 COMMUNICATION SKILL (PART-A)	COMMUNICATION SKILL
SEPTEMBER, 2022	UNIT 3 – PRODUCTS AND SERVICES	Session – 1 Concept of the Product
		PERIODIC TEST – 1
		Session – 2 Industrial goods Session – 3 Concept of services
OCTOBER, 2022	UNIT 4 : TYPE OF ORGANISATION	Session – 1 Meaning Business Organisation
		Session – 2 Significance of Organization
		Session – 3 types of organisations
	UNIT – 2: SELF-MANAGEMENT SKILLS	Self-Management Skills
	UNIT 5 - FORMATION OF PARTNERSHIP FIRM AND JOINT STOCK COMPANY	SESSION-1 — Meaning, Features, Merits and Demerits
Session 2— Types of Partners and Formation of Partnership Firm		
Session 3— Meaning and features of Joint Stock Company		
Session 4 — Types of Companies		
NOVEMBER, 2022	UNIT 6- BUSINESS CORRESPONDENCE	Session 5 — Formation of Joint Stock Company
		Session 1: Meaning and Significance of Business Correspondence
		Session 2: Guidelines of Effective Business Communication
		Session 4: Forms and Types of Common Business Letters
		REVISION HALF YEARLY EXAMINATION
DECEMBER, 2022	UNIT – 3 ICT SKILL	ICT skills
	UNIT 7 – FUNCTIONAL AREAS OF MANAGEMENT	Session 1: Types of Management Functions & Production Management
		Session 2: Financial Management
Session 3: Marketing Management		
JANUARY, 2023		PERIODIC TEST – 2
		Session 5: Information Technology
	UNIT – 4 ENTREPRENEURIAL SKILLS	Entrepreneurial Skills
	UNIT -5 GREEN SKILLS	Green Skills
FEBRUARY, 2023		REVISION FINAL EXAMINATION
MARCH, 2023		NEW ACADEMIC YEAR – CLASS – XII
