

**Business Administration (833) Annual & Weekly Syllabus Split-Up - 2025-26**  
**Grade XI**

S.No	Month	No. of Working Days		No. of Days	Topic	Sub Topic	Resources	Activity	Mid April Test	Periodic Test 1	Pre Mid Term	Mid Term	Periodic Test 2	Post Midterm	Annual
3	JUNE	19	Week 1	0											
			Week 2	6	<b>SESSION START [ 9 JUNE]</b> <b>Part B:Subject Specific Skills (50 Marks)</b> Unit 1 :Introduction to Business Operation (05Marks)	Meaning of Economic & Non Economic Activities •Meaning of Business, Employment & Profession. •Concept of Business. •Meaning & Definition of Business. •Characteristic of Business. •Scope of Business •Types of Business Operations. •Functions of Management of Business Operations.	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A		√		√			√
			Week 3	6	Unit 1: Introduction to Business Operation {Contd...}.			<a href="https://www.youtube.com/watch?v=HWsQtTscO2k">https://www.youtube.com/watch?v=HWsQtTscO2k</a>		√		√			√
			Week 4	6	Unit 1: Introduction to Business Operation {Contd...}.			<a href="https://www.studyestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-introduction-business">https://www.studyestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-introduction-business</a>		√		√			√
			Week 5	1	<b>PERIODIC TEST 1 [30 JUNE-7 JULY]</b>										√
			Week 1	5											√
			Week 2	6	<b>Unit 2 : Business Environment (08 Marks)</b>	•Meaning of Business Environment. •Definition of Business Environment. •Nature of Business Environment. •Features of Business Environment. •Factors of Internal Environment. •Factors of External Environment. •Meaning of Environmental Analysis. •Meaning of SWOT Analysis. •Advantage & Disadvantage of SWOT Analysis.	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A .ppt			√	√			√

4	JULY	27	Week 3	6	Unit 2 : Business Environment {contd.}		<a href="https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-business-environment">https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-business-environment</a>			√	√			√
			Week 4	6	Unit 3 :Products & Services (07 Marks)	<ul style="list-style-type: none"> <li>• Concept of product and its essential features or attribute</li> <li>• Classify the product or goods on the basis of some characteristics</li> <li>• Concept of services and its essential features or attributes</li> <li>• Distinction between Product and Services</li> <li>• Meaning of Consumer, identifying needs and classification of consumer</li> </ul>	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A			√			√
			Week 5	4	Unit 3: Products & Services {contd.}			<a href="https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-products-and-services">https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-products-and-services</a>			√			√
			Week 1	2	PRE MID TERM EXAM [ 1 AUG-8 AUG]									
			Week 2	5										
			Week 3	5	Unit 4 :Types of Organisation (05 Marks)	<ul style="list-style-type: none"> <li>• Meaning of Business Organisation</li> <li>• Definition of Business Organisation</li> <li>• Characteristics of Business Organisation</li> <li>• Significance of Business Organisation</li> <li>• Types of Organisation</li> <li>1) Sole proprietorship</li> <li>2) Partnership</li> <li>3) Co-operative Society</li> <li>4) Joint Stock Company (Private and Public)</li> </ul>	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A , Quiz			√			√

5	AUGUST	23	Week 4	6	Unit 4 :Types of Organisation {cond.}		<a href="https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-types-organisations">https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-types-organisations</a>				√			√
			Week 5	5	Unit 5 : Formation of Partnership Firm and Joint Stock Company (08 Marks)	<ul style="list-style-type: none"> <li>• Meaning of Partnership.</li> <li>• Characteristics of Partnership.</li> <li>• Merits and Demerits of Partnership.</li> <li>• Types of Partners.</li> <li>• Types of Partnership Firm.</li> <li>• Formation of Partnership Firm.</li> </ul>	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A , Quiz			√			√
			Week 1	5	[Term 1 ] MID TERM EXAM [4 SEPT-18 SEPT]									
			Week 2	6										
			Week 3	6	Unit 5 : Formation of Partnership Firm and Joint Stock Company {contd.}	<ul style="list-style-type: none"> <li>• Meaning of Joint Stock Company.</li> <li>• Definition of Joint Stock Company.</li> <li>• Characteristics of Joint Stock Company.</li> <li>• Meaning and features of Private Company.</li> <li>• Meaning and features of Public Company.</li> <li>• Meaning and features of One Person Company.</li> <li>• Steps involved in all the stages in formation of Joint</li> <li>• Incorporation.</li> <li>• Capital Subscription.</li> <li>• Commencement of business.</li> <li>• Documents used in formation of a Company.</li> </ul>	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	<a href="https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-formation-partnership-and">https://www.studiestoday.com/practice-worksheets-other-subjects-cbse-class-11-business-administration-formation-partnership-and</a>			√			√



7	OCTOBER	13	Week 3	4	Unit 8 :Organisational Behaviour (05 Marks)	<ul style="list-style-type: none"><li>• Definition of Organisational behaviour,</li><li>• Characteristics of Organisational behaviour,</li><li>• Importance of Organisational behaviour</li><li>• Limitations of Organisational behaviour</li><li>• Levels of Organisational behaviour – Individual,</li><li>• Group and Organisation,</li><li>• Challenges in Organisational Behaviour • Models of Organisational behaviour- Autocratic,</li><li>• Custodial, Supportive and Collegial</li><li>• Meaning, definition and features of Group</li><li>• Classification of Groups;</li></ul>	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPECIFIC SKILLS), WORKSHEETS,SYNOPSIS,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A									√	
			Week 4	0	DIWALI VACATION [17 OCT- 2 NOV]													
			Week 5	0														
			Week 1	0	PERIODIC TEST 2 [ 4 NOV - 11 NOV]													
			Week 2	5														
			Week 3	6														
			Week 4	6	Unit 8 :Organisational Behaviour {Contd.}												√	
8	NOVEMBER	23	Week 5	6	Part B:Employability Skills (10 Marks) Unit 1 : Communication Skills-IV (2 Marks)	<ul style="list-style-type: none"><li>• Methods of communication Verbal ,Non-verbal ,Visual</li><li>• Communication styles- assertive, aggressive, passive-aggressive, submissive, etc.</li><li>• Writing skills to the following:</li><li>• Sentence</li><li>• Phrase</li><li>• Kinds of Sentences</li><li>• Parts of Sentence</li><li>• Parts of Speech</li><li>• Articles</li><li>• Construction of a Paragraph</li></ul>	CBSE ONLINE STUDY MATERIAL [E-BOOK] (EMPLOYABILITY SKILLS) WORKSHEETS,SYNOPSIS,MIND MAP	Role-play on Communication Process ; Classroom Discussion — on 7Cs of Effective Communication; Role-play of a Phone Conversation ;Group Exercise — Pronouncing Words;Group Discussion —									√	



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