$\frac{Business\ Administration\ (833)}{Grade\ XI}\ Annual\ \&\ Weekly\ Syllabus\ Split-Up\ -\ 2025-26$ Grade XI

S.No	Month	No. of Working Days		No. of Days	Торіс	Sub Topic	Resources	Activity	Mid April Test	Periodic Test 1	Pre Mid Term	Mid Term	Periodic Test 2	Post Midte rm	Annual
			Week 1 Week 2	6	SESSION START [9 JUNE] Part B:Subject Specific Skills (50 Marks) 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 SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A		√		√			√
3	JUNE	19	Week 3		Unit 1: Introduction to Business Operation {Contd}.			https://www.yout ube.com/watch?v =HWsQtTscO2k		V		V			V
			Week 4	6	Unit 1: Introduction to Business Operation {Contd}.			https://www.studi estoday.com/prac tice-worksheets- other-subjects- cbse-class-11- business- administration- introduction- business		٧		V			√
			Week 5	1											√
			Week 1	5	PERIODIC TEST 1 [30 JUNE	E-7 JULY]									√
			Week 2	6	Unit 2 : Business Environment (08 Marks)	•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 SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	Interactive discussion; Case Study,Real life examples, Q& A ,ppt			٧	√			V

4	J	JULY	27	Week 3	6	Unit 2 : Business Environment {contd.}			https://www.studi estoday.com/prac tice-worksheets- other-subjects- cbse-class-11- business- administration- business- environment	1	٧	٧	1
				Week 4	6	Unit 3 :Products & Services (07 Marks)	Sarvices	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	Interactive discussion; Case Study,Real life examples, Q& A		V	1	Į
				Week 5	4	Unit 3: Products & Services {contd.}			https://www.studi estoday.com/prac tice-worksheets- other-subjects- cbse-class-11- business- administration- products-and- services		٧	٧	1
				Week 1	2	PRE MID TERM EXAM [1 A	UG-8 AUG1						
				Week 2	5								
				Week 3	5	Unit 4 :Types of Organisation (05 Marks)	Meaning of Business Organisation Definition of Business Organisation Characteristics of Business Organisation Significance of Business Organisation Types of Organisation Sole proprietorship Partnership O-operative Society Joint Stock Company (Private and Public)	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	Interactive discussion; Case Study,Real life examples, Q& A , Quiz		V	٨	1

5 A	AUGUST	23						https://www.studi			
			Week 4	6	Unit 4 :Types of Organisation {cond.}			estoday.com/prac tice-worksheets- other-subjects- cbse-class-11- business- administration- types- organisations		V	V
			Week 5	5	Unit 5 : Formation of Partnership Firm and Joint Stock Company (08 Marks)	Meaning of Partnership. Characteristics of Partnership. Merits and Demerits of Partnership. Types of Partners. Types of Partnership Firm. Formation of Partnership Firm.	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	Interactive discussion ; Case Study,Real life examples, Q& A , Quiz		V	V
			Week 1	5		EDE 40 CEDES					
			Week 2	6	[Term 1] MID TERM EXAM [4 S	EPT-18 SEPT]					
			Week 3	6	Unit 5 : Formation of Partnership Firm and Joint Stock Company {contd.}	Company. • Meaning and features of Public Company.	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	https://www.studi estoday.com/prac tice-worksheets- other-subjects- cbse-class-11- business- administration- formation- partnership-and		√	√

6 ЅЕРТЕМВІ	ER 25 (13)	Week 4	6	Unit 6 : Business Correspondence (07 marks)	Meaning of Business Correspondence Different forms of business communication Significance of Business Correspondence Prerequisites of effective business communication Different forms of business correspondence Important characteristics of business correspondence Meaning of each type of business letter Format of each type of business letter	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	Interactive discussion; Case Study,Real life examples, Q& A		٧		V
		Week 5	2	Unit 6: Business Correspondence{contd.}			https://www.studi estoday.com/prac tice-worksheets- other-subjects- cbse-class-11- business- administration- business- correspondence		٧		√
		Week 1	3	Unit 7 : Functional Areas of Management (05 Marks)	Significance of Production function Objectives of Financial Management Sources of raising finance Scope of Marketing Use of Marketing Management Definition of Human Resource Management, Functions of Human Resource Management Meaning of Information Technology, Benefits of Information Technology					√	٧
		Week 2	6	Unit 7 : Functional Areas of Management {contd.}						1	√

7 OCTOBER	13	Week 3	4	Unit 8 :Organisational Behaviour (05 Marks)	Levels of Organisational behaviour – Individual, Group and Organisation, Challenges in Organisational	CBSE ONLINE STUDY MATERIAL [E-BOOK] (SUBJECT SPCIFIC SKILLS), WORKSHEETS,SYNOPSI S,MIND MAP	Interactive discussion; Case Study,Real life examples, Q& A		1
		Week 4	0						
		Week 5	0	DIWALI VACATION [17 OC	T- 2 NOV]				
		Week 1	0						
		Week 2	5		44 VOV				
		Week 3	6	PERIODIC TEST 2 [4 NOV	· II NOV]				
		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)	Writing skills to the following: Sentence Phrase Kinds of Sentences	CBSE ONLINE STUDY MATERIAL [E-BOOK] (EMPLOYABILITY SKILLS) WORKSHEETS,SYNOPSI S,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 —		V

					· Describe the		Role-play —		
					importance of dressing appropriately, looking decent		Using Dressing and Grooming		
					and positive body language •		Standards ;Group		
					Describe the term grooming		Exercise —		
					Prepare a personal		Staying motivated		
					grooming checklist		;Pair-work —		
						CBSE ONLINE STUDY	Making a List of		
					self- exploration • Describe	MATERIAL [E-BOOK]	Activities		
		Week 1	6	Unit 2 : Self-Management Skills- IV (2 Marks)	the important factors that	(EMPLOYABILITY			V
		WCCK 1	0	Omt 2 : Sen-Management Skins- IV (2 Marks)	influence in team building •	SKILLS)			V
					Describe factors influencing	WORKSHEETS,SYNOPSI			
					team work	S,MIND MAP			
					Meaning and importance of				
					time management – setting				
					and prioritizing goals,				
					creating a schedule, making lists of tasks, balancing work				
					and leisure, using different				
					optimization tools to break • Introduction to word processing.		Getting started		
					 Software packages for word 		with Microsoft		
					processing.		Word; Practical		
					 Opening and exiting the word 		Exercise —		
					processor.	CBSE ONLINE STUDY	Saving, Closing,		
					Creating a documentEditing text	MATERIAL [E-BOOK]	Opening and		
		Week 2	6	Unit 3 : ICT Skills- IV (2 Marks)	Wrapping and aligning the text	(EMPLOYABILITY	Printing a		V
		WCCK 2	Ü	Cint 3 . Te i Skins- i v (2 ividi ks)	Font size, type and face.	SKILLS)	Document;ractica		•
9 DECEMBER	20				Header and Footer	WORKSHEETS,SYNOPSI	l-exercise — Add		
					Auto correct	S,MIND MAP	Header, Footer and Page		
					Numbering and bullet		Numbers		
					Creating table		Numbers		
					 Find and replace 				
					Values in general and		Role-Play —		
					entrepreneurial values		Businesses		
					• Entrepreneurial value orientation		Around Me!;		
					with respect to innovativeness,		Role-play —		
					independence, outstanding		Qualities of		
					performance and respect for work		Entrepreneur;		
					 Attitudes in general and 		Case Study		
					entrepreneurial attitudes • Using	CBSE ONLINE STUDY			
					imagination/ intuition	MATERIAL [E-BOOK]			
		Week 3		Unit 4 : Entrepreneurial Skills- IV (2 Marks)	• Tendency to take moderate risk	(EMPLOYABILITY			√
					Enjoying freedom of expression	SKILLS)			
					and action • Looking for economic	WORKSHEETS,SYNOPSI S,MIND MAP			
					Looking for economic opportunities	S,MIND MAY			
					Believing that we can change the				
					environment				
					Analyzing situation and planning				
					action				
					 Involving in activity 				
			6						
		Week 4	2	Unit 4 : Entrepreneurial Skills- IV {contd.}					√

								1	
			Week 5	0	WINTER VACATION [24 DEC- 4 JAN 2026]				
			Week 1	0	WINTER VACATION [24 DEC- 4 JAN 2020]				
			Week 2	6	POST MID TERM [6 JAN- 13 JAN 2026]				
10	2026 JANUARY	22	Week 3	5	Role of government and private	CBSE ONLINE STUDY MATERIAL [E-BOOK] (EMPLOYABILITY SKILLS) WORKSHEETS,SYNOPSI S,MIND MAP	Group Practice: Discussion on Sectors of Green Economy;Group Exercise: Preparing a Poster on 'Sectors of Green Economy'; Group Practice: Discussion on Initiatives for		V
			Week 4	6					
			Week 5	5	REVISION AND PRACTICE FOR ANNUAL v Chapter wise revision and				
			Week 1	6	EXAMINATION practice for Annual Exam 2026				
			Week 2	6			Worksheets		
11	FEBRUARY	23	Week 3	5	ANNUAL EXAMINATION [10 FEB-23 FEB 2026]				
			Week 4	6	ANNUAL EXAMINATION [10 FEB-23 FEB 2026]				
			Week 5	0					
			Week 1	5					
			Week 2	6					
12	MARCH	22	Week 3	5					
			Week 4	5					
			Week 5	1					