

CHOITHRAM SCHOOL MANIK BAGH  
ANNUAL CURRICULUM PLAN SESSION 20-21

CLASS – XII

Subject: Business Administration

Month & working days	Theme/ sub-theme	Learning objectives		Activities	Expected learning outcomes	Assessment
		Subject specific (content based)	Behavioral (application based)			
FEB & MAR	Unit-I Introduction to management	<ul style="list-style-type: none"> <li>To understand the meaning of management</li> <li>To give definitions given by various management experts and thinkers</li> <li>To give concept of management</li> <li>To understand the features and significance of management</li> <li>To know about various functions of management</li> <li>To understand various hierarchy of levels of management</li> <li>To understand the concept of management and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>To develop in students an understanding of the processes of business and its environment.</li> <li>To acquaint students with the dynamic nature and inter-dependent aspects of business.</li> <li>To develop an interest in the theory and practice of business, trade and industry.</li> <li>To familiarize students with theoretical foundations of organizing, managing and handling operations of a business firm</li> <li>To acquaint students with the practice of managing the operations and resources of business</li> <li>To prepare students to function more effectively as a manager.</li> <li>To help students in making the transition from school</li> </ul>	<p>Chart will be shown to the student specifying the work perform by HR working at different levels of mgt.</p> <p>Activity on controlling process</p>	<ul style="list-style-type: none"> <li>After completion of this chapter students will be able to:</li> <li>Understand the meaning of management</li> <li>To give definition of mgt. given by various mgt. thinkers.</li> <li>To understand the concept and importance of Management.</li> <li>To know the characteristics of Management.</li> <li>To follow Functions of Management.</li> <li>To Differentiate between Management and Administration.</li> <li>To manage their routine activities</li> <li>Become organized</li> </ul>	

			to the world of work including self employment.			
APRIL	Unit-ii Concepts of management	<ul style="list-style-type: none"> <li>To understand the nature of management as a science, as an art and as a profession</li> <li>To get the Concept of Principles of management</li> <li>To analyse the needs of management principles</li> <li>To understand the fayol's principles of management</li> <li>To understand various thoughts and approaches to management</li> <li>To know about the meaning and concept of classical approach</li> <li>To know about the scientific management</li> <li>To understand the meaning and concept of classical (Taylor's principles and techniques of management)</li> <li>and neo-classical approach</li> </ul>	<ul style="list-style-type: none"> <li>Students will be able to correlate how principles are applicable in daily life.</li> <li>Students will understand the difference between operational and management jobs.</li> <li>Students will learn to work in team.</li> <li>Students will know the importance of being disciplined and systematic.</li> <li>Students will be able to define authority and responsibility relationship.</li> <li>Initiative</li> <li>Cooperation and equity.</li> </ul>	<ul style="list-style-type: none"> <li>Industrial visit</li> <li><b>Art Integration</b></li> <li><b>Activity on motion study wherein students will design a layout of a plant or office or school</b></li> </ul>	<p>After completion of this chapter students will :</p> <ul style="list-style-type: none"> <li>State the meaning, nature and significance of management principles.</li> <li>Understand the difference between operational and managerial jobs.</li> <li>Apply Fayol's principles in their routine work.</li> <li>Understand the importance of having parity in authority and responsibility.</li> <li>Students will inculcate values like cooperation, initiative, discipline, team work, etc. Amongst them.</li> </ul>	Students will be assessed on the basis of report on industrial visit
APRIL	Unit-v motivation	<ul style="list-style-type: none"> <li>To understand the Definition of Motivation</li> <li>To analyse the Characteristics of Motivation</li> <li>To understand the Significance of Motivation</li> <li>To understand and compare Different types of motivational theories in detail (content theories, behavioral theories and process theories)</li> <li>To come to know about Methods</li> </ul>	<ul style="list-style-type: none"> <li>Learn to motivate others</li> <li>Initiation</li> <li>Cooperation</li> <li>Creation of zeal and enthusiasm to work willingly.</li> <li>To analyse the impact of financial and non-financial incentives through which managers motivate their employees.</li> </ul>	<p>Case study on motivation</p> <p>Make 5 motivational situation based cases along with the solution</p> <p><b>Art Integration</b></p> <p><b>Poster making showing</b></p>	<p>After completion of this chapter students will be able to:</p> <ul style="list-style-type: none"> <li>Understand the meaning of motivation and its importance in business management.</li> <li>Understand different theories of motivation and its application to motivate employees in</li> </ul>	Students will be assessed during the responses on the discussion of the case

		of Motivation, Motivation and Inspiration and Styles of Motivation	<ul style="list-style-type: none"> <li>• Recognition</li> <li>• Positive learning behavior</li> </ul>	different levels of needs in Maslow's theory	an organization. <ul style="list-style-type: none"> <li>• Analyse the difference between motivation and inspiration.</li> </ul>	
MAY	Unit-viii Information Technology and Business	<ul style="list-style-type: none"> <li>• To understand the meaning of information technology and its significance</li> <li>• To analyse the role of information technology in different areas of business</li> <li>• To understand the meaning of E-business and its scope</li> <li>• To analyse the merits and demerits of e-business</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in consumer awareness.</li> <li>• Techno friendly.</li> <li>• Healthy promotion of products.</li> <li>• Mitigating the cyber laws</li> </ul>	<ul style="list-style-type: none"> <li>• Debate on impact of technology on business and people of the society</li> <li>• Discussion of business model of oyo room</li> </ul>	After completion of this chapter students will be able to: <ul style="list-style-type: none"> <li>• Understand the possible ways to promote the products.</li> <li>• Understand the ways to expand market share.</li> <li>• Become techno friendly.</li> <li>• Understand the relevance of using information technology in business.</li> <li>• Evaluate the merits and limitations of e-business.</li> <li>• Evaluate how e-business differs from traditional business.</li> </ul>	Students will be assessed on the basis of their responses during the lecture
JUNE & july	UNIT-3 Functions of management	Students will be able to: <ul style="list-style-type: none"> <li>• Explain the significance of Planning.</li> <li>• Enumerate various types of Plans.</li> <li>• List out the steps in Planning process.</li> <li>• Explain the</li> </ul>	<ul style="list-style-type: none"> <li>• Students will become more futuristic</li> <li>• Students will become more organized</li> <li>• Students will be understand the procedure of selection while facing interviews</li> <li>• Students will become</li> </ul>	Case study on all functions of management	<ul style="list-style-type: none"> <li>• Become more futuristic</li> <li>• Become more organized</li> <li>• Understand the procedure of selection while facing interviews</li> <li>• Become more</li> </ul>	Students will be assessed on the basis of the responses during discussion case study

		<p>importance of organising.</p> <ul style="list-style-type: none"> <li>Describe Organisation as a structure.</li> <li>Enumerate the process of Organisation.</li> <li>Explain the importance of staffing.</li> <li>Discuss the steps in staffing process. <ul style="list-style-type: none"> <li>Explain the meaning and importance of Directing.</li> <li>Enumerate the Elements of Directing</li> </ul> </li> <li>Explain the importance of Controlling. <ul style="list-style-type: none"> <li>Discuss the relationship between Planning and Controlling.</li> <li>Discuss the significance of Coordination.</li> </ul> </li> <li>Discuss “Coordination as essence of Management”</li> </ul>	<p>more realistic in approach</p> <ul style="list-style-type: none"> <li>Students will learn to cooperate</li> <li>Students will become more effective and efficient in taking managerial decisions</li> </ul>		<p>realistic in approach</p> <ul style="list-style-type: none"> <li>Learn to cooperate</li> <li>Become more effective and efficient in taking managerial decisions</li> </ul>	
Aug.	Unit-iv Communication	<ul style="list-style-type: none"> <li>To know the meaning and Definition of Communication.</li> <li>To analyse the significance of Communication.</li> <li>To know different types of Communication.</li> <li>To enlist the features of</li> </ul>	<p>Students will be able to inculcate following skills among them:</p> <ul style="list-style-type: none"> <li>Risk handling.</li> <li>Removal of barriers in effective communication.</li> <li>Improving communication</li> </ul>	<ul style="list-style-type: none"> <li>Case study on barriers to communication and effective communication</li> <li>Video</li> </ul>	<ul style="list-style-type: none"> <li>After completion of this chapter students will</li> <li>To know the meaning and Definition of Communication.</li> </ul>	<p>Students will be assessed on the basis of responses during discussion</p>

		<p>Effective Communication.</p> <ul style="list-style-type: none"> <li>To identify the hurdles of Communication.</li> </ul>	<p>skills.</p> <ul style="list-style-type: none"> <li>Creation of goodwill</li> <li>Less conflicts</li> </ul>	<p>on non-verbal communication</p> <p><b>Art Integration</b></p> <p><b>Make a video in group showing various types of non verbal communication</b></p>	<ul style="list-style-type: none"> <li>Analyse the significance of Communication.</li> <li>Know different types of Communication.</li> <li>Enlist the features of Effective Communication.</li> <li>Identify the hurdles of Communication.</li> </ul>	<p>of case study.</p>
Sept.	Unit- vi Leadership	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>Understand Meaning and definition of Leadership and Significance of Leadership</li> <li>Categories of different kinds of leaders</li> <li>Understand qualities which make a person leader</li> <li>Comprehend different styles leaders can adopt</li> </ul>	<p>Students will be able to inculcate following skills among them:</p> <ul style="list-style-type: none"> <li>Integrity</li> <li>Respect regardless of differences</li> <li>Motivation</li> <li>Team spirit</li> <li>Freedom of expressions</li> </ul>	<ul style="list-style-type: none"> <li>Video theories of leadership</li> <li>Case study</li> </ul>	<p>After completion of this chapter, students will be able to:</p> <ul style="list-style-type: none"> <li>Understand Meaning and definition of Leadership and Significance of Leadership</li> <li>Categories of different kinds of leaders</li> <li>Understand qualities which make a person leader</li> <li>Comprehend different styles leaders can adopt</li> </ul> <p>inculcate following skills among them: Integrity, Respect, regardless of differences, Motivation, Team spirit, Freedom of expressions</p>	<p>Students will be assessed on the basis of the responses during discussion of the case study</p>

Oct & Nov.	Unit –vii Social Responsibility of Business	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the meaning of social responsibility</li> <li>• Realize the relatedness between business and society</li> <li>• To know the concept of CSR</li> <li>• To come to know know about different types of responsibility</li> <li>• To evaluate the significance of social responsibility</li> <li>• To understand various approaches to CSR</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Relate business and society.</li> <li>• Realize the Contribution of business in the development of society.</li> <li>• Respect cultural values.</li> <li>• Respect business and societal ethics.</li> <li>• Know how to Fulfill legal responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Video on CSR of HUL</li> <li>• Project on CSR.</li> </ul> <p><b>Art Integration</b> <b>Make a poster showing CSR activities of any company</b></p>	<p>After completion of this chapter, students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the meaning of social responsibility</li> <li>• Realize the relatedness between business and society</li> <li>• To know the concept of CSR</li> <li>• To come to know know about different types of responsibility</li> <li>• To evaluate the significance of social responsibility</li> <li>• To understand various approaches to CSR</li> <li>• Relate business and society.</li> <li>• Realize the Contribution of business in the development of society.</li> <li>• Respect cultural values.</li> <li>• Respect business and societal ethics.</li> <li>• Know how to Fulfill legal responsibility.</li> </ul>	<p>Students will be assessed on the basis of project allotted on CSR</p>

