

(SYLLABUS) 2019 - 20
CLASS XII COM
SUB - B.O

Chapter	First Pre Board Exam	Month /Duration
1	Home Trade - I	<u>(April - May)</u>
2	Home Trade - II	
	Revision (Rest days)	
3	Home Trade- III	<u>(July-August)</u>
4	Business Management	
5	Transpotation of Management	
6	Foreign Trade	
7	Import & Export trade	
8	Copying	
9	Duplicating	
10	Time & Labour saving Application	
11	Business correspondence	
12	Working procedure of a business	
13	Manager	
14	Method of filling	
15	Indexing	
16	Elements and kinds of Business Letter	
17	Letters regarding enquiries Quotation and order	
18	Letters of complaint and Reply	
	IInd Pre Board Exam	
1	Dunning Letter	<u>Oct-Nov</u>
2	Letter's regarding Bank	
3	Office correspondance : meaning Importance	
4	Official Letters	
5	Capital Market	
6	Terminology of Capital market	
7	Advertisement for a job, App. For a job	
	REVISION After II pre Board	DEC- JAN