

(Syllabus) 2019-20
CLASS XI COM
SUB - B.O.

Chapter		Month
1	Home Trade - I	<u>(April - May)</u>
2	Home Trade - II Revision (Rest days)	
3	Home Trade- III	
4	Business Management	<u>(July-August)</u>
5	Transpotation of Management	
6	Foreign Trade	
7	Import & Export trade	
8	Copying	
9	Duplicating	
10	Time & Labour saving Application	
1	Business correspondence	<u>Oct-Nov</u>
2	Working procedure of a business	
3	Manager	
4	Mathod of filling	
5	Indexing	
6	Elements and kinds of Business Letter	
7	Letters regarding enquiries Quotation and order	
8	Letters of complaint and Reply	
	<u>Annual Exam</u>	<u>Jan-Feb</u>
1	Dunning Letter	
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	