

**MONTH WISE SYLLABUS 2019 – 20**

STD: XII

SUBJECT : COMMERCE

Month	Chapter	Lessons
		<b>MANAGEMENT PROCESS</b>
June	1	Principles of Management
	2	Functions of Management
	3	Management by Objectives (MBO) and Management by Exception
		<b>FINANCIAL MARKETS - I</b>
	4	Introduction to Financial Markets
	5	Capital Markets
	6	Money Market
July		<b>FINANCIAL MARKET - II</b>
	7	Stock Exchange
	8	Securities Exchange Board of India
		First Mid Term Test
		<b>HUMAN RESOURCE MANAGERMENTS</b>
	9	Human Resource Management
	10	Recruitment Method
	11	Employee Selection Process
	12	Employee Training Method
August	13	<b>ELEMENTS OF MARKETING</b>
	14	Marketing and Marketing Mix
	15	Recent trends in Marketing

	16	Consumerism
	17	Consumer Protection
	18	Grievance Redressal Mechanism
September		<b>BUSINESS ENVIRONMENT</b>
	19	Environmental Factors
	20	Liberalization, Privatization and Globalization
		Quarterly Exam(1-20)
October		<b>THE SALE OF GOODS ACT, 1930 AND THE NEGOTIABLE INSTRUMENTS ACT, 1881</b>
	21	The sale of Goods Act, 1930
	22	The Negotiable Instruments Act, 1881
		<b>ENTREPRENEURSHIP DEVELOPMENT</b>
November	23	Elements of Entrepreneurship
		Second Mid Term Test
	24	Types of Entrepreneurs
	25	Government Schemes for Entrepreneurial Development
		<b>COMPANY LAW AND SECRETARIAL PRACTICE</b>
	26	Companies Act 2013
December	27	Company Management
	28	Company Secretary
		Revision & Half Yearly Examination (Full Portion)
January		First Revision Test (Full Portion)
		Second Revision Test (Full Portion)
February		Final Revision Test (Full Portion - Arts group only)