

**SYLLABUS 2021 - 2022****STD: XII****SUBJECT : COMMERCE**

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



	16	Consumerism
	17	Consumer Protection
	18	Grievance Redressal Mechanism
September		BUSINESS ENVIRONMENT
	19	Environmental Factors
	20	Liberalization, Privatization and Globalization
		Quarterly Exam(1-20)
October		THE SALE OF GOODS ACT, 1930 AND THE NEGOTIABLE INSTRUMENTS ACT, 1881
	21	The sale of Goods Act, 1930
	22	The Negotiable Instruments Act, 1881
		ENTREPRENEURSHIP DEVELOPMENT
November	23	Elements of Entrepreneurship
		Second Mid Term Test
	24	Types of Entrepreneurs
	25	Government Schemes for Entrepreneurial Development
		COMPANY LAW AND SECRETARIAL PRACTICE
	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)