

Economics

Date	Time	Subject	Topic
11/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	Economics	① Law of D.M.V ② Law of Demand ③ Law of Supply. Assumptions & exceptions
12/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	Economics	Chap - 3A, Chap - 4
13/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	Economics	Chap 3B.
14/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	Economics	Chap - 5
15/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	Economics	Chap 7
16/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	Economics	Chap 6

O.C.M

Date	Time	Subject	Topic.
17/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	O.C.M	Chap → 1 → 4 Question. Chap → 2 → 1 Question.
18/01/2024	5:00 to 7:00 [Morning]	OCM	Chapter 7 → 3 Question. Chapter 8 → 2 Question.

	8:00 to 10:00 [Evening]		
19/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	O.C.M	Chapter 8 → 3 Question. Chapter 6 → 3 Question.
20/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	O.C.M	Chapter 4 → 2 Question. Chapter 5 → 1 Question.
21/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	O.C.M	All chapters Objective. } 20m + Past 5 papers Objective. All chapter Case Study. } 6m + Past 5 papers Case Study. Terms & Concept. } 8m Chapter → 1, 2, 6, 7, 8 Banking, Insurance, Communication, E-Business, outsourcing, .
22/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	O.C.M	① Distinguish between } 20m ② Justify.

Secretarial Practice

Date	Time	Subject	Topics
23/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	S.P./MI	Letters (10 marks) Chapter: <u>7, 8</u>
24/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	S.P./MI	Distinguish between (12 marks)

25/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	S.P/M1	chapters: 2
26/01/2024	5:00 to 7:00 [Morning] 8:00 to 10:00 [Evening]	S.P/M2	chapters: 3
27/01/2024	5:00 to 7:00 [Morning] 10:00 to 1:00 [morning] 8:00 to 10:00 [Evening]	S.P/M2	(All chapters objective + past 5 papers ① Terms & Concept. } 34M ② Case Study

Accounts

28/01/2024	5 to 7 → SP. 10 to 2 } BK. 4 to 8	B.K	SP → Chapter 4 Final A/c (including 5 years Board papers)
29/01/2024	5 to 7 → S.P. 10 to 2 4 to 8	B.K	SP → Chapter 4 NPO 5 years Board papers
30/01/2024	5 to 7 [Eco Revision] 10 to 2 [BK] 4 to 8	B.K	Admission of Partner Death of Partner
31/01/2024	5 to 7 [Eco Revision] 10 to 2 [BK] 4 to 8	B.K	Issue of shares
1/02/2024	5 to 7 [OCM Revision] 10 to 2 [BK] 4 to 8	B.K	Dissolution of firm