

PRINCIPLES OF COMMERCE (CONTENT OUTLINES)

Marks: 75	Class XI (Part-I)	Time: 2:30 Hours
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1. Introduction: Definition of Commerce, its importance and scope. Branches of Commerce, Trade, Insurance, Finance, Marketing, Warehousing and Industry. Essentials of establishing a business house and qualities of a good Business-man.
2. Types of Commercial Organizations: Sole Proprietorship. Definition, Features, merits and demerits. Partnership. Formation Features, Partnership Agreement / Deed Advantages, Disadvantages and Dissolution. Joint Stock Company / Corporation. Special Feature, Kinds, Formation: Memorandum of Association, Articles of Association, Certificate of Registration, Prospectus, Certificate of Commencement of Business, Management: Shareholders, Directors and Managing Director, Winding up. Cooperative Society: Features, Kinds, advantages and disadvantages: Basic concepts of Musharqa, Mudarba.
3. Office Organization: Office Roles, its organization, Handling incoming and outgoing mail, basic postal information, Filing, duplicating, copying and indexing, Office equipments and machines.
4. Trade and its Kinds: Home Trade. Whole sale, Retails, Middlemen, Salesmanship and Advertisement. Channel of distribution and Chamber of Commerce. Purchase and Sales of Goods. – Procedure, documents used in home trade price list, Invoice, transportation and Railway receipts.
Foreign Trade Import. – Import procedure, Documents used.
Export: Export procedure, documents used and role of export promotion Bureau.
5. Commercial Correspondence: Essentials of a good business letters, writing of letters and their replies, Types of letters, trade and status enquiries, indents, letters of claim, collection and donning letters, Circulars-officials and semi-officials, telegram including modification, cyphering and decyphering.
6. Auxillaries to Commerce: Insurance – Kinds, Advantages to Commerce, Transportation/Mean-Air, Rail, Road and Sea, Warehousing-Kinds and advantages, Warehouse receipts, Business Finance – types and importance

Available Books

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| <ol style="list-style-type: none"> 1. Principles of Commerce
S. Askari Zardi.
A.H. Hashmi and Matin. 3. Principles of Commerce
Ali Hassan Muzafar,
Ilme Kutabkhana, Lahore. 5. Principles of Commerce
Orient Publishers Urdu Bazar Lahore | <ol style="list-style-type: none"> 2. Principles of Commerce
Khadim Hussain,
Navid publishers, Lahore 4. Principles of Commerce
Azeem Academy Urdu Bazar Lahore |
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