



**Pakistan Urdu School- Kingdom of Bahrain**

**Curriculum Implementation Plan for Principles of Commerce Grade XI Commerce**

No.	Month/Week	Starting Date	Topics from Textbook or Others (Specify Unit Titles and Numbers)	National Curriculum References (Competency, Standards, Themes)	Total Periods
1	April-4 <sup>th</sup> week	23/04/2018	<b>Unit 1– Concept of Business</b> i. Introduction to Commerce ii. Human Activities & classification iii. Definition, Nature & characteristics of business iv. Objectives & functions of business v. Establishing a new business vi. Qualities of a good businessman	To provide students with an understanding of the nature of business activities and the environment within which they function.	5
2	May-1 <sup>st</sup> week	02/05/2018	<b>Unit 2 – Nature &amp; Scope of Commerce</b> i. Components of business ii. Scope of Commerce iii. Importance of Commerce	To develop business attitude and skills precisely.	3
3	May-2 <sup>nd</sup> week	06/05/2018	<b>Unit 3 – Sole Tradership</b> i. Introduction & definition ii. Characteristics of sole tradership iii. Merits & de-merits of sole tradership iv. Suggestions to promote Sole tradership	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	4
4	May-2 <sup>nd</sup> week— 5 <sup>th</sup> week	09/05/2018	<b>Unit 4 – Partnership</b> i. Introduction & definition ii. Characteristics, Advantages & disadvantages of Partnership iii. Kinds of Partnership iv. Partnership deed & its contents v. Duties, Rights & Liabilities of Partners vi. Registration of Partnership & its advantages vii. Kinds of Partners viii. Dissolution of Partnership firm ix. Distribution of firm’s Assets	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	20

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5	June-1 <sup>st</sup> week August-4 <sup>th</sup> week	03/06/2018	<b>Unit 5 – <u>Joint Stock Company(I)</u></b> i. Introduction, Definition and evolution of Joint Stock Company ii. Features of Joint Stock Company iii. Advantages & dis-advantages of Joint Stock Company iv. Comparison of sole tradership , Partnership & joint stock company	To develop an understanding of the business processes and its environment. Assess the strengths, opportunities and threats of the business environment.	9
6	September-1 <sup>st</sup> week,2 <sup>nd</sup> week,3 <sup>rd</sup> week	02/09/2018	<b>Unit 6 – <u>Joint Stock Company(II)</u></b> i. Kinds of Company ii. Formation of a company iii. Important documents of a company iv. Sources & Kinds of companies capital	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	18
7	September- 4 <sup>th</sup> week October -1 <sup>st</sup> week-2 <sup>nd</sup> week	23/09/2018	<b>Unit 7 – <u>Joint Stock Company(III)</u></b> i. Directors of the company ii. Qualification & dis-qualification of directors iii. Vacation of office by directors iv. Powers & duties of the directors v. Meetings of the company vi. Resolution & its kinds vii. Winding up of the company	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	16
8	October-3 <sup>rd</sup> week	14/10/2018	<b>Unit 8 – <u>Co-operative Society</u></b> i. Introduction & definition ii. Features of co-operative society iii. Types of co-operative society iv. Advantages of co-operative society v. Dis-advantages of co-operative society vi. Comparison of JSC & Co-operative society	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	6

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9	October-4 <sup>th</sup> week	21/10/2018	<b>Unit 9 – Home Trade</b> i. Definition & Introduction ii. Advantages of home trade iii. Dis-Advantages of home trade iv. Procedure & documents of home trade	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	3
10	October-4 <sup>th</sup> week	24/10/2018	<b>Unit 10 – Wholesale Trade</b> i. Definition & characteristics of wholesaler ii. Services of wholesaler iii. Dis-advantages of wholesaler iv. Kinds of wholesaler	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	3
11	October-5 <sup>th</sup> week	28/10/2018	<b>Unit 11 – Retail Trade</b> i. Definition & characteristics of retailer ii. Services of retailers iii. Kinds of retailers	To develop an understanding of the processes of business and its environment. Assess the strengths, opportunities and threats of the business environment.	4
12	November -1 <sup>st</sup> week-3 <sup>rd</sup> week	04/11/2018	<b>Unit 12 – Foreign Trade</b> i. Definition, Kinds, importance & causes of foreign trade ii. Dis-advantages of foreign trade iii. Problems of foreign trade iv. Documents in foreign trade	Understanding of how businesses influence and are influenced by the local, regional, national and global economic and social environments and the procedures.	15
13	November 3 <sup>rd</sup> week	21/11/2018	<b>Unit 13 – Import Trade</b> i. Terms used in foreign trade ii. Procedure of import	Understanding of how businesses influence and are influenced by the local, regional, national and global economic and social environments and the procedures.	2
14	November-4 <sup>th</sup> week	25/11/2018	<b>Unit 14 – Export Trade</b> i. Methods of selling goods in foreign country ii. Procedure of export	Understanding of how businesses influence and are influenced by the local, regional, national and global economic and social environments and the procedures.	2
15	January-1 <sup>st</sup> week 2 <sup>nd</sup> week	02/01/2019	<b>Unit 15 – Middlemen</b> i. Introduction, definition & classification ii. Rights, Duties and Liabilities of agents iii. Types of agents	Understand the role of auxiliary services in business	5

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16	January 2nd week	08/01/2019	<b>Unit 16 - <u>Sales Promotion</u></b> i. Definition of sales promotion ii. Merits & de-merits of advertising iii. Types of advertising media iv. Channels of distribution v. Salesmanship & its importance vi. Qualities of a good salesman	Understand the role of auxiliary services in business	3
17	January- 3 <sup>rd</sup> week	13/01/2019	<b>Unit 17 - <u>Business Finance</u></b> i. Definition of business finance ii. Importance of business finance iii. Types of business finance iv. Sources of business finance v. Modaraba & Musharika	Understand the role of auxiliary services in business	3
18	January 3 <sup>rd</sup> week-5 <sup>th</sup> week	15/01/2019	<b>Unit 18 - <u>Insurance</u></b> i. Definition of Insurance and its principles ii. Importance of Insurance iii. Kinds of Insurance & its types: Fire/Marine/Life iv. Comparison b/w life, fire and marine insurance	Understand the role of auxiliary services in business	13
19	January-5 <sup>th</sup> week	27/01/2019	<b>Unit 19 - <u>Transport</u></b> i. Advantages and dis-advantages of different types of transportation ii. Types of transport iii. Selection of a suitable mode of transport	Understand the role of auxiliary services in business	2
20	February-1 <sup>st</sup> week	03/02/2019	<b>Unit 20 - <u>Warehousing</u></b> i. Meaning & Importance of warehousing ii. Functions of warehousing iii. Types of warehouses Qualities of an ideal warehouse	Understand the role of auxiliary services in business	3

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21	February-1 <sup>st</sup> week	06/02/2019	<b>Unit 21 - Chamber of Commerce &amp; Industry</b> i. Introduction to the chamber of Commerce and its history, members ii. Functions of the chamber of commerce	Understand the role of auxiliary services in business	3
22	February-2nd week	10/02/2019	<b>Unit 22 - Office Organization</b> i. Office and its importance ii. Functions of office iii. Office organization & its objectives iv. Qualities of an office worker v. Departments of an office	Understand the role of auxiliary services in business	4
23	February-2nd week	13/02/2019	<b>Unit 23 - Office machines</b> i. Importance of office machines ii. Kinds of machines	Communicate ideas and information in a variety of ways using appropriate communication techniques for the business environment	2
24	February-3rd week	17/02/2019	<b>Unit 24 - Filing &amp; Indexing</b> i. Introduction ii. Characteristics and Objects of filing iii. Methods of filing iv. Indexing & its methods	Understand the importance of filing in modern business management.	4
25	February-3rd week	20/02/2019	<b>Unit 25 - Business Correspondence</b> i. Introduction , definition & causes of business correspondence ii. Kinds of Letters iii. Specimen of business letter/Parts iv. Qualities of a good business letter v. Kinds of business letters	Understand the role of communication and information technology in modern business management.	2
26	February-4th week	24/02/2019	<b>Unit 26 - Official Correspondence</b> i. Characteristics ,importance of official letter ii. Parts of an official letter iii. Kinds of official letter	Understand the role communication and information technology in modern business management	6

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