

Commecs College
Macro Plan (2024-2025)

Subject: Principles Of Commerce (POC)

Teacher: Dr. Seema Khalid

Class: XI

| Week no. | Start Date | End Date | Number Of Periods | Topic/Chapter | Contents | Objectives By the end of the unit S.W.A.T.: |
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| 1 | Thu, Aug 01 | Fri, Aug 02 | 02 | Foundation <ul style="list-style-type: none"> • Introduction • Commerce • Business • Human activities | <ul style="list-style-type: none"> • Introduction of the course, the teacher and the students. • Contd. Students' introduction. • Book's Intro • Evolution of Commerce. • Definitions of Commerce. • Definitions and classification of Business. • | <ul style="list-style-type: none"> • Develop a base for commerce study and relate with daily examples • Define commerce and other business terms. • Draw the flow- chart of commerce and business. • Recognized different human activities terms. |
| 2 | Mon Aug 05 | Sat, Aug 10 | 05 | <ul style="list-style-type: none"> • Economics & Commerce • Industry • Scope & Functions of Commerce • Digital Commerce | <ul style="list-style-type: none"> • Difference between Commerce and Economics. • Define and understand industry and its types • Knowing the basic functions of Commerce • Basic knowledge and importance of Digital Commerce | <ul style="list-style-type: none"> • Discussion about Commerce & Economics • Define industry • List the respective types |

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| 3 | Mon, Aug 12 | Fri, Aug 16 | 04 | <ul style="list-style-type: none"> • Trade & auxiliaries of trade • • Fundamental considerations in starting a Business. | <ul style="list-style-type: none"> • Trade& Aid to trade • Student's feedback • Introduction to fundamental considerations. • Prospects, Risks and Uncertainty, Capital. • Importance, kinds, functions • Qualities of a good Businessman. | <p>Discussion about trade& aid to trade</p> <ul style="list-style-type: none"> • • Recognize and list the factors to be considered in starting a business. • Analyze the effect of each factor on a Business. |
| 4 | Mon, Aug 19 | Fri, Aug 23 | 05 | <ul style="list-style-type: none"> • Fundamental considerations in starting a Business. • Qualities of a good Businessman • | <ul style="list-style-type: none"> • Introduction to fundamental considerations. • Prospects, Risks and Uncertainty, Capital. • Importance, kinds, functions • Qualities of a good Businessman. • | <ol style="list-style-type: none"> 1. Recognize and list the factors to be considered in starting a business. 2. Analyze the effect of each factor on a Business. 3. Identify and describe the Essential Qualities of a Good Businessman |
| 5 | Mon, Aug 26 | Sat, Sep 31 | 05 | <p>Ownerships:</p> <ul style="list-style-type: none"> • Sole- Proprietorship | <ul style="list-style-type: none"> • Meaning and Types of Business Organization with the help of chart • Introduction to Sole – Proprietorship • Characteristics of SP • Advantages & disadvantages of SP | <ul style="list-style-type: none"> • Define Business with its types of organization. • Discuss name and Types. • Define Sole- Proprietorship. • Also explain advantages & disadvantages of SP |

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| 6 | Mon, Sep 02 | Fri, Sep 06 | 05 | <p>Ownerships.</p> <ul style="list-style-type: none"> Partnership | <ul style="list-style-type: none"> Lines of Business Suitable for S/P. Importance of Sole Proprietorship. Revision Definitions & Introduction Characteristics of partnership. | <ul style="list-style-type: none"> Name the lines of business suitable for S/P. Explain partnership also discuss characteristics with the help of discussion. |
| 7 | Mon, Sep 09 | Sat, Sep 14 | 05 | Partnership | <ul style="list-style-type: none"> Advantages & disadvantages of Partnership Revision | <ul style="list-style-type: none"> Discuss its advantages and disadvantages. Explain the types of Partnership. |
| 8 | Mon, Sep 16 | Fri, Sep 20 | 05 | Partnership # | <ul style="list-style-type: none"> Kinds of Partner. Rights and Duties of Partners. Partnership Agreement (deed) Registration of Partnership | <ul style="list-style-type: none"> Recognized different kinds of partner. List the rights and duties of a partner. Draft a Partnership Agreement. Able to Compare an Oral Partnership Deed with a Registered Partnership. |
| 9 | Mon, Sep 23 | Sat, Sep 28 | 05 | Joint stock company | <ul style="list-style-type: none"> Definition of JSC Formation of JSC | <ul style="list-style-type: none"> Classify the Dissolution of Partnership & firm Discussion about the large type of organization JSC. |
| 10 | Mon, Sep 30 | Fri, Oct 04 | 05 | Joint stock company | <p>Kinds of co.</p> <p>Advantages and disadvantages of JSC</p> | <ul style="list-style-type: none"> characteristics of JSC with the help of definitions. Able to explain advantages & disadvantages of JSC. |

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| 11 | Mon, Oct 07 | Sat, Oct 12 | 05 | Joint stock company | Winding up of JSC. Revision/ First Term Exam | |
| 12 | Mon, Oct 14 | Fri, Oct 18 | 0 | First Term Examinations | | |
| 13 | Mon, Oct 21 | Sat, Oct 26 | 04 | First Term Examinations/ Teaching | | |
| Term – I Working Days – 68 Teaching Days – 55 Classes Conducted = 40.14% | | | | | | |
| 14 | Mon, Oct 28 | Fri, Nov 01 | 05 | Joint stock company | <ul style="list-style-type: none"> • Kinds of capital & shares • Kinds of companies | <ul style="list-style-type: none"> • Discuss about the different kinds of companies capital and shares. • Explain different kinds of companies kinds of with the help chart. |
| 15 | Mon, Nov 04 | Sat, Nov 09 | 05 | <ul style="list-style-type: none"> • Joint stock company • Dissolution of company | <ul style="list-style-type: none"> • Discuss all the conditions of dissolution | With/without the interference of court relates to the dissolution of |
| 16 | Mon, Nov 11 | Fri, Nov 15 | 05 | Cooperative Societies | <ul style="list-style-type: none"> • Definition • Characteristics | <ul style="list-style-type: none"> • Define Cooperative Society. • State its principle / motive. List and explain its characteristics and kinds |
| 17 | Mon, Nov 18 | Sat, Nov 23 | 05 | Foreign trade | <ul style="list-style-type: none"> • Define foreign trade • Define Import and export trade • Procedure of export trade | <ul style="list-style-type: none"> • Describe the procedure of export trade |
| 18 | Mon, Nov 25 | Sat, Nov 30 | 05 | Foreign trade | <ul style="list-style-type: none"> • Procedure of export trade | Describe Procedure of export trade |

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| 19 | Mon, Dec 02 | Fri, Dec 06 | 05 | Foreign Trade | <ul style="list-style-type: none"> • Import Trade • Procedure of Import | Describe Procedure of import trade |
| 20 | Mon Dec 09 | Sat, Dec 14 | 05 | Chamber of Commerce | <ul style="list-style-type: none"> • Introduction, functions | Understand the functions of Chamber of Commerce |
| 21 | Mon Dec 16 Fri | Fri, Dec 20 | Teaching/ Revision/SPORTS GALA | | | |
| 22 | Mon, Dec 23 Sat, Dec 28 | Mon, Dec 23 Sat, Dec 28 | WINTER VASATIONS | | | |
| 23 | Mon, Dec 30 Fri, Jan 03 | Mon, Dec 30 Fri, Jan 03 | Winter Vacations/ Second Term Examination | | | |
| 24 | Mon, Jan 06 | Sat, Jan 11 | SECOND TERM EXAMS | | | |
| 25 | Mon, Jan 13 | Fri, Jan 17 | SECOND TERM EXAMS/ Paper Discussion/ Identification of Common Problems & Solutions | | | |
| Term – II Total Working Days : 68 + 58 = 126 Total Teaching Days : 55+ 40 = 95 Classes Conducted = 69.34% | | | | | | |
| 26 | Mon, Jan, 20 | Sat, Feb, 2 | 05 | Marketing Transportation | <ul style="list-style-type: none"> • Definitions &Importance of Marketing. • Functions of Marketing. • Exchange functions • Facilitating functions • Distribution functions • Need & importance of transportation • Different methods of Transportation | <ul style="list-style-type: none"> • Explain & List the functions of Marketing. • Describe complex marketing terms. • Summarize the importance of Marketing in the modern world with the help of pictures. Define different method of transportation |

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| 27 | Mon, Jan, 27 | Fri, Jan, 31 | 04 | <ul style="list-style-type: none"> • Channels of Distribution • Wholesaling | <ul style="list-style-type: none"> • Introduction and Importance. • Kinds of Channels. • Definitions of wholesaler • Services of wholesaler to producers and retailers. | <ul style="list-style-type: none"> • Recognize the need for the channels of distribution. ○ Recognize and define the wholesalers present in the market. ○ Write the importance of wholesalers/retailers in the market. ○ Determine the services rendered by wholesalers to retailers and manufacturers. |
| 28 | Mon, Feb, 03 | Sat, Feb, 08 | 04 | <ul style="list-style-type: none"> • Retailing • Types/ Kinds of Retailing • Functions of Retailer | <ul style="list-style-type: none"> • Need and importance of Retailing • Discuss definitions & kinds | <p>Define the Retailer present in the market. Write the importance of retailers in the market. Determine the services rendered by retailers.</p> |
| 29 | Mon, Feb, 10 | Fri, Feb, 14 | 04 | <ul style="list-style-type: none"> • Advertising | <ul style="list-style-type: none"> • Definitions of Advertising • Different methods of Advertisement | <ul style="list-style-type: none"> ○ Discuss Advertisement with help of different definitions also discuss different methods and modes of Advertisement for advertise the product. |
| 30 | Mon, Feb, 17 | Sat, Feb, 22 | 05 | <ul style="list-style-type: none"> • Business Finance • Types of Business finance • Warehouse | <ul style="list-style-type: none"> • Introduction • Types of Finance. • Sources of Long and Short Term Finance • Basic concept of Musharaka & Mudaraba (Islamic financing systems) . | <ul style="list-style-type: none"> ○ Recognize the need of finance in a business organization. ○ Determine the different types of finance available. ○ List the various sources of finance |

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| 31 | Mon, Feb, 24 | Fri, Feb, 28 | 05 | <ul style="list-style-type: none"> Insurance | <ul style="list-style-type: none"> Briefly discuss basic concept and methodology of insurance. Definitions and characteristics of insurance basic Principles and kinds of insurance | <ul style="list-style-type: none"> Understand the basic concept of insurance. Recognized the characteristics & methodology of insurance. Grab the knowledge about the principle and kinds of insurance. |
| 32 | Mon, Mar, 03 | Sat, Mar, 08 | 05 | Business Correspondence Communication & Letter Writing | <ul style="list-style-type: none"> Concept & Practice | Understand the basic concept of Business Communication & Letter Writing |
| 33 | Mon, Mar, 10 | Fri, Mar, 14 | 05 | <ul style="list-style-type: none"> Business Letters | <ul style="list-style-type: none"> Types of Business Letters | Describe different types along with their need in business |
| 34 | Mon, Mar, 17 | Sat, Mar, 22 | 04 | <ul style="list-style-type: none"> Practice of Business Letters | <ul style="list-style-type: none"> Demo letters Practice from Past papers and examination questions in book | <ul style="list-style-type: none"> Skill Development in business letters writing |
| 35 | Mon, Mar, 24 | Sat, Mar, 29 | 05 | REVISION | | |
| 36 | Mon, Mar, 31 | Fri, Apr 04 | | REVISION/ Eid-ul- Fitr | | |
| 37 & 38 | Mon, Apr, 07 | Fri, Apr 18 | | PRELIMINARY EXAMINATION | | |

Term – III Working Days : 126 + 57 = 183

Teaching Days : 95 + 42 = 137

Classes Conducted = 100%