

OBJECTIVES OF PRINCIPLES OF COMMERCE SYLLABUS

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The course is designed to:

- Integrate the syllabi of the intermediate level with the B.Com. level, consistent with the stream of ideas developed in group discussions on the syllabi of the Commerce Group.
- Provide basic knowledge and skill to the intermediate level students to become valuable and responsible members of society.
 - a. to acquaint and equip the students with the latest knowledge in the field of Commerce;
 - b. to prepare them for higher studies in Commerce;
 - c. to take a job in the trade/finance, insurance organizations and industry with basic Commercial know-how;
 - d. to impart the students the basic requirements to enable them to take up Business as a career.

CONTENTS OF PRINCIPLES OF COMMERCE SYLLABUS

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 businessman

2. Types of Commercial Organizations

- a. Sole Proprietorship:
Definition, Features, merits and demerits
- b. Partnership:
Formation Features, Partnership Agreement/Deed Advantages, Disadvantages and Dissolution
- c. Joint Stock Company/Corporation:
Special Feature, Kinds, Formation; Memorandum of Association, Articles of Association, Certificate of Registration, Prospectus, Certificate of Commencement of Business, management: share holders, Directors and Managing Director, Winding up
- d. Cooperative Society:
Features, kinds, advantages and disadvantages; Basic concepts of Musharqa, Mudarba

3. Office Organization

- a. Office Rules, organization
- b. Handling incoming and outgoing mail, basic postal information
- c. Filing, duplicating, copying and indexing
- d. Office equipments and machine

4. Trade

Kinds:

- a. Home Trade:
Whole sale, Retails, Middlemen, Salesmanship and advertisement. Channel of distribution and Chamber of Commerce
- b. Purchase and Sales of Goods:

Procedure, documents used in home trade, price list, invoice, transportation and
Railway receipts

c. Foreign Trade

Import:

Import procedure, documents used

Export:

Export procedure, documents used and role of Export Promotion Bureau

5. Commercial correspondence

- i. Essentials of good business letters, writing of letter and their replies
- ii. Types of letters trade and status enquiries, indents, letters of claim, collection and donning letters
- iii. Circulars – officials and semi-officials, telegram including modification, ciphering and deciphering

6. Auxiliaries to Commerce

- a. Insurance-Kinds, Advantage to Commerce
- b. Transportation/Mean-Air, Rail, Road and Sea
- c. Warehousing-Kinds and advantages, warehouse receipts
- d. Business Finance-types and importance

RECOMMENDED REFERENCE BOOKS

In contrast to the previous practice the examination will not be based on a single textbook, but will now be curriculum based to support the examination reforms. Therefore, the students and teachers are encouraged to widen their studies and teaching respectively to competitive textbooks and other available material.

Following books are recommended for reference and supplementary reading:

1. Principles of Commerce
Written by: Muhammad Irshad
Published by: Naveed Publications
63-Shahrah-e-Quaid-e-Azam, Lahore
2. Ideal Principles of Commerce
Written by: Hafiz Muhammad Sharif
Published by: Azeem Academy, 22-Urdu Bazar, Lahore
3. Principles of Commerce
Usool-e-Tijarat
Written by: Maqsood Ahmed
Published by: Mukhtar Brothers
Shah Din Market, Urdu Bazar, Lahore