

## Prioritized Curriculum

Subject: *Commerce (Old Curriculum)*

Class: *XII*

Strand	Chapter	Scope		Weighting %
		Topics/Sub-topics	Learning objectives	
Unit I	1) Corporate Organisation	1) Joint Stock Company: 2) Types of companies on the basis of membership. 3) MNC	a) Explain meaning, features, advantages, disadvantages and importance of Joint Stock Company. b) Explain meaning, features, advantages, disadvantages of private and public companies. c) Explain meaning, features, objectives, advantages and disadvantages of MNC. d) Describe types of MNC.	23
	2) Formation of a company	1) Formation of a Company as per the provisions of the Companies Act of The Kingdom of Bhutan. 2) Documents used in formation of a company.	a) Explain the steps/procedures involved in formation of a companies in Bhutan. b) Explain the documents used in formation of company. c) List the documents required for incorporation of a company. d) Examine prospectus to ensure the soundness of the company for investment.	
Unit II	Management Personnel	1) Board of Directors: Numbers of Directors, Functions of BOD, Qualification of Directors, Vacation/Disqualification of Directors as per the Companies Act of the Kingdom of Bhutan  2) Appointment of Directors	1) Define director 2) Explain the functions of Board of Directors. 3) State the qualifications and disqualifications of a director as per the Companies Act of The Kingdom of Bhutan. 4) Explain the methods and procedures of appointing director of a Company.	10

Unit III	Financing	<ol style="list-style-type: none"> <li>1) Meaning and importance of business finance</li> <li>2) Capital for sole trader, partnership and joint stock company</li> <li>3) Sources of capital for Joint Stock Company; based on ownership, period, and purpose</li> <li>4) Debt capital; loans and debentures</li> </ol>	<ol style="list-style-type: none"> <li>1) Explain the concepts of capital and its importance to business.</li> <li>2) Identify the factors affecting capital structure.</li> <li>3) Identify different sources of finance for business organisations.</li> <li>4) Explain different types of shares and debentures.</li> <li>5) Differentiate debentures from shares.</li> </ol>	20
Unit IV	Management	<ol style="list-style-type: none"> <li>1) Management: Meaning, and objectives</li> <li>2) Function of Management: planning, organising, staffing, directing and controlling</li> </ol>	<ol style="list-style-type: none"> <li>1) Examine the objectives and concepts of Management.</li> <li>2) Explain the functions of management.</li> </ol>	15
Unit V	Communication	<ol style="list-style-type: none"> <li>1) Meaning and objectives</li> <li>2) Elements of communication</li> <li>3) Types of communication</li> <li>4) Communication barriers</li> <li>5) Principles of communication</li> </ol>	<ol style="list-style-type: none"> <li>1) Explain the meaning and objectives of communication.</li> <li>2) Describe elements of communication.</li> <li>3) Explain types of communication.</li> <li>4) Identify different barriers and suggest ways to overcome it.</li> <li>5) Suggest various principles of effective communication.</li> </ol>	10
VI	Marketing	<ol style="list-style-type: none"> <li>1) Meaning, concept and objectives</li> <li>2) Marketing functions</li> <li>3) Advertising: meaning, objectives and functions</li> <li>4) Sales promotion: Meaning and objectives</li> <li>5) Salesmanship: meaning and objectives</li> <li>6) Qualities of a good salesman</li> </ol>	<ol style="list-style-type: none"> <li>1) Explain the concept of marketing and its functions.</li> <li>2) Explain advertisement and its functions.</li> <li>3) Describe different modes of advertisement.</li> <li>4) Explain sales promotion and its objectives.</li> <li>5) Describe different types of sales promotion.</li> <li>6) Explain salesmanship and identify qualities of good salesmanship.</li> </ol>	22
	<b>Total</b>			<b>100</b>

### **Some examples of competencies identified for class XII Commerce**

1. Describe different types of companies and ascertain its impact in the economy.
2. Identify and describe various documents required for establishing a company in Bhutan.
3. Describe various qualifications required for a director and examine their roles in the successful management of the company.
4. Assess different types of finance required by the business firms and examine their sources to ensure appropriate capital structure of the firm.
5. Examine different functions of management in achieving efficiency and effectiveness to a business organisation.
6. Apply different elements and principles of communication to overcome the barriers for sending and receiving right information by an individual.
7. Describe various functions of advertisement and personal selling for marketing a product in the market.