



*We build your future!*

<b>Course Name:</b>	Pearson Edexcel International GCSE in Commerce (4CM1)
<b>Standard:</b>	Edexcel O Level
<b>Session:</b>	January session 2022

**Instructor Information**

<b>Instructor Name:</b>	Amber Shami Mullick
<b>Course description</b>	the content in Paper 1: Commercial operations and associated risks, and in Paper 2: Facilitating commercial operations, is engaging and accessible. The content allows progression as it builds understanding and awareness of commercial concepts, and applies them to real-life scenarios. The content is appropriate for international students as it develops their ability to participate effectively in global society as citizens, producers and consumers.
<b>Class Timing:</b>	[REDACTED]
<b>Instructor Phone:</b>	[REDACTED]
<b>Email Address:</b>	<a href="mailto:Mallick.amber41@gmail.com">Mallick.amber41@gmail.com</a>

**Learning Resources And Textbook**

Author	Title	Edition & Year	Publisher	ISBN
Rob Jones	Pearson Edexcel IGCSE Commerce: Student Book	May 2020	Pearson	9781292310206

**CLASS ROOM RULES OF CONDUCT**

1. Cellular phones should be “**turned off**”/“**Silent mode**” during the class.
2. Show respect to your course instructor and to your peers.

**EXAMS, QUIZ, & MAKE UP POLICY**

true/false, multiple choice, and short answer questions related to assigned reading material. The exams must be taken at the scheduled times. **Exams may not be made up unless arrangements are made prior to the class period for which they are scheduled.** Additional guidelines are available from the Instructor's website and student compliance to these guidelines is mandatory

***Cell phones are prohibited in exam sessions***

#### ATTENDANCE POLICY

Attendance in the class is compulsory for the students and is strongly recommended.

: No make-up/retake examination/ assignment will be allowed. Any missed presentations/ examinations /assignments will be considered as zero.

**NOTE 1: The course plan is tentative and subject to change as the semester progresses; any change(s) will be communicated accordingly.**

**NOTE 2: Additional information will be posted on Google Classroom page.**

#### **Final Comments:**

Please understand that your instructor is here to help you, to be with you, and to walk through the difficult steps as long as you co-operate. Instructor of this course will be available for all of you. Feel free to stop by when something bothers you and we will try our level best to help you out. You can always email me, write me, or make an appointment with me when you need me. I will be there for you.

# CLASS SCHEDULE

Topic	Week	Lesson	Topic	Reading Assignment
			<b>PAPER 1</b>	
			<b>Theme 1</b>	
<b>Commercial Operations</b>	1	1	PRODUCTION & Factors of Production	Chapter 1
		2	Industrial sectors and commerce.	Chapter 2
	2	3	Division of labor	Chapter 3
		4	Sources of buying in commerce	Chapter 4
	3	5	The cost associated with buying and selling	Chapter 5
		6	Types of commercial enterprise (Sole Trader, Cooperatives and Privatization)	Chapter 6
	4	7	Types of commercial enterprise (Limited Companies)	Chapter 7
		8	Franchising	Chapter 8
	5	9	Public corporation and Privatization	Chapter 9
		10	The functions and types of retail	Chapter 10
	6	11	Location factors and techniques in retailing	Chapter 11
		12	Developments in retailing	Chapter 12
	7	13	Wholesaling	Chapter 13
		14	Ecommerce	Chapter 14

	8	15	International trade	Chapter 15
		16	Trading blocs and the difficulties facing exporters	Chapter 16
	9	17	Multinationals	Chapter 17
		18	<b>QUIZ 1 ON THEME 1</b>	
<b>Commercial Risks</b>	10	19	<b>Theme 2</b>  The purposes and principles of insurance	Chapter 18
		20	Insurance business risk	Chapter 19
	11	21	Effecting cover, renewals and claims in insurance	Chapter 20
		22	Consumer protection legislation	Chapter 21
	12	23	Trade protection	Chapter 22
		24	Exchange rates and bad debts	Chapter 23
	13	25	<b>QUIZ ON THEME 2</b>	
<b>Finance for Commerce</b>		26	<b>PAPER 2</b> <b>Theme 3</b> The role and function of financial institution	Chapter 24
	14	27	Sources of finance	Chapter 25
		28	The process of issuing shares and debts	Chapter 26
	15	29	Methods of payment	Chapter 27
		30	Commercial Calculations	Chapter 28

	16	31	Measuring commercial performance	Chapter 29
		32	Improving commercial performance	Chapter 30
	17	33	<b>QUIZ ON THEME 3</b>	
<b>Aids for Commerce</b>		34	<b>Theme 4</b> Communications	Chapter 31
	18	35	The importance of transport and its different forms	Chapter 32
		36	Modes of transport and their efficiency	Chapter 33
	19	37	Warehouse	Chapter 34
		38	The purposes and methods advertising and promotions	Chapter 35
	20	39	Approaches to advertising and the role of social media	Chapter 36
		40	The impact of technology on advertising and promotion	Chapter 37
	21	41	Trading documents	Chapter 38
		42	Types of consumer credit	Chapter 39
	22	43	Aids to export	Chapter 40
		44	<b>QUIZ ON THEME 4</b>	
<b>Test and Question Paper Solving</b>	23	45	Mock Test – Question Paper Solving	

**The instructor reserves the right to change the above outline at her discretion.**