

B Com (CBCS) Sem. 1

Course Type: Ability Enhancement Course

Course Name: **Commercial Firms**

Course Code: 115-A

Course Outcomes:

C01	Students will be able to relate the concepts of commercial firms.
C02	Students will be able to interpret the concepts of sole trader into practice.
C03	Students will be able to analyze partnership firm and will gain knowledge about starting a partnership firm.
C04	Students will be gain knowledge about company and it's various concept and will be able to gain knowledge about starting a company.
C05	Students will relate to the concept of start ups and will be aware about starting a start ups and will be able to prepare project report.

- 1) **Commercial firms:** concept and importance. It's contribution in economic growth.
- 2) **Sole trader:** meaning, definition, salient features, procedure to start a sole trade business. Activities included in sole trading, **Partnership:** concept, meaning, characteristics, importance, procedure to be adopted for starting partnership. Activities involved in partnership business.
- 3) **Company:** concept, meaning, characteristics, procedure to start a company, activities involved in company business.
- 4) **Start ups:** concept and meaning, role in economic development, various Government schemes for start ups. Preparation of project report for start ups.

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B Com (CBCS) Sem. 1

Course Type: Skill Enhancement Course

Course Name: **Business Skills**

Course Code: 1T6-A

Course Outcomes:

C01	The student will be able to classify different forms of business and business activities.
C02	The student will be able to differentiate between management and administration and also will be able formulate a plan for a given activity.
C03	The student will be able to distinguish types of organizations and will also able to decide actions for a given situation.
C04	The student will be able to select leadership skills in a group and demonstrate direction skills to achieve objectives.
C05	The student will be able to demonstrate the roles, skills and functions of management required for a business activity.

Unit-I: Nature and Scope of Business: Meaning and Definition of Business, Characteristics, Objectives of Business, Classification of Business Activities, Industry, Commerce & Trade, Social Responsibility of Business Towards Different Groups. **Forms of Business Units:** Sole Trader, Partnership, Joint Stock Company and C-Operative Society – Meaning, Characteristics, Advantages & Disadvantages.

Unit-II: Management and Administration: Meaning and Definition of Management, Characteristics, Scope, Importance, Management and Administration, Management – A Science or an Art. **Planning:** Meaning, Nature and Characteristics, Process, Importance, Types, Components.

Unit-III: Decision Making: Concept, Characteristics – Importance, Process, Types of Decisions. **Organizing:** Concept, Principles, Types – Line, Functional, Line and Staff, Modern types of organizations-Projects, Matrix, Formal and Informal Organization, Advantages and Disadvantages.

Unit-IV: Direction: Meaning, Nature, Importance and Techniques. **Co-Ordination:** Meaning, Principles, Internal and External Co-Ordination, Methods of Achieving Effective Co-Ordination. **Leadership:** Leadership-Concept, Characteristics, Types and Qualities. **Concept of Morale.** **Control:** Meaning, Characteristics, Need, Procedure, Types, Essentials of Good Control System, Control Devices.

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