

	<b>P.R.Government College (Autonomous)</b> <b>Kakinada</b>	<b>Program &amp; Semester</b> I ST B.COM Ist SEMESTER			
Course Code	<b>BUSINESS ORGANISATION MANAGEMENT</b>				
Teaching	Hours Allocated: 75 (60+15)	L	T	P	C
Focus	<b>Employability</b>	4	1	-	4

#### Course Outcomes:

- Understand different forms of business organizations.
- Comprehend the nature of Joint Stock Company and formalities to promote a Company.
- Describe the Social Responsibility of Business towards the society. Critically examine the various organizations of the business firms and judge the best among them.
- Design and plan to register a business firm. Prepare different documents to register a company at his own.
- Articulate new models of business organizations

#### Course Outcomes:

On Completion of the course, the students will be able to-		Cognitive Domain
CO1	Understand different forms of business organizations.	Understanding
CO2	Comprehend the nature of Joint Stock Company and formalities to promote a Company.	Application
CO3	Describe the Social Responsibility of Business towards the society.	Analyzing
CO4	Design and plan to register a business firm. Prepare different documents to register a company at his own.	Application
CO5	Articulate new models of business organizations	Application

**Course with focus on employability / entrepreneurship / Skill Development modules**

Skill Development		Employability		Entrepreneurship	
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I B.COM (Gen, CA) w.e.f. 2020-21		
Subject	<b><u>1B: Business Organization &amp; Management (Gen, CA.)</u></b>	
I- SEM	TIME: 21/2 Hours	Max marks:50 Credits: 4

<b>UNIT I</b>	<b>1.Introduction Concepts of Business, Trade, Industry and Commerce: Business – Meaning, Definition, Features and Functions of Business - Trade Classification – Aids to Trade</b> <b>2.Industry Classification and Commerce - Factors Influencing the Choice of Suitable form of Organisation</b>
<b>UNIT II</b>	<b>3.Forms of Business Organizations: Features,Merits and Demerits of Sole Proprietor Ship and Partnership Business - Features Merits and Demits of Joint Stock Companies</b> <b>4.Public Sector Enterprises (PSEs) - Multinational Corporations (MNCs)- Differences between Private Limited Public Limited Company</b>
<b>UNIT III</b>	<b>5.Company Incorporation: Preparation of Important Documents for Incorporation of Company</b> <b>6.Certificate of Incorporation and Certificate of Commencement of Business - Contents of Memorandum and Articles of Association - Contents of Prospectus</b>
<b><u>UNIT - IV</u></b>	<b>7. Management: Meaning Characteristics - Fayol's 14 Principles of Management</b> <b>8.Administration Vs Management - Levels of Management</b>
<b><u>UNIT - V</u></b>	<b>9.Functions of Management: Different Functions of Management - Meaning - Definition – Characteristics Merits and Demits of Planning –</b> <b>10. Principles of Organisation – Line and staff of Organisation</b>

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