

FY B.COM
SEMESTER I
2024-25

UG Foundation Course in Commerce (For those who have not studied Commerce in earlier years)

Course Syllabus

Course Title	Commerce
Course Credits	1
Course Outcomes	Upon Completion of this Foundation Course, learners will achieve the following:
	1. To understanding the Starting from Introduction to Business, up to Management of Business.
	2. To understand the Principle of Management and Functions of Management which are essential for any Business Organisation
	3. To acquire the knowledge about Concept of Secretary, Qualities and Qualification of Secretary.
	4. To Understand the Sources of Corporate Finance.
Module 1 (8 hours)	
Learning Outcomes	After learning the module, learners will be able to
	Know basic concepts of Commerce, Business and Management
Content Outline	Introduction to Commerce, Business and Management 1. Concept and Meaning of Commerce ,Business and Profession 2. Different economic and non-economic activities, employment, role of Profit in Business, Classification of Business, Industry and auxiliaries to trade. 3. Concept and Meaning of Management, Significance of Management 4. Functions of Management and Theories of Management.
Module 1 (7 hours)	
Learning Outcomes	After learning the module, learners will be able to
	Concept of Secretary and Source of Corporate Finance
Content Outline	Introduction, Concept of Secretary and Source of Corporate Finance 1. Concept of Secretary, Importance, types of Secretary 2. Qualities and Qualification of Secretary. 3. Meaning of Capital, Structure of Company. 4. Source of Corporate Finance.

References:

1. Gupta,C.B.,(2017),Management Theory and Practice, Sultan Chand and Sons, New Delhi.
2. Tripathi, P.C.& Reddy P.N.(2012),Principles of Management, Tata McGraw-Hill Education Pvt. Ltd.
3. Bagrial, A.K.,(2015), Secretarial Practice, Vikas Publication housing Pvt.Ltd. Delhi
4. Shaikh M.,(2007), Secretarial Practice, Nirali Prakashan,Pune.