

COURSE TITLE : Business Studies (common to DCP)

CODE :1142

SEMESTER : 1

COURSE CATEGORY: F

PERIODS/WEEK : 4

PERIODS/SEMESTER: 60

CREDITS : 4

TIME SCHEDULE

MODULE	TOPICS	PERIODS
1	Commerce and Business Organisations	15
2	Formation of Company	15
3	Trade and Classifications of Trade	15
4	Insurance	15
	Total	60

Course General Outcome :

Sl.	Sub	Student will be able to Understand
1	1	Business activities
	2	Business organisations
2	1	The formation of Joint Stock Companies
	2	Major documents
3	1	Home Trade
	2	Foreign Trade
4	1	Life Insurance
	2	General Insurance

Specific Outcome

Module 1:

1.1.0 Understand business activities

- 1.1.1 Characteristics of business activities
- 1.1.2 Define Commerce
- 1.1.3 Outline the functions of Commerce
- 1.1.4 Define Trade
- 1.1.5 List out various hindrances of Trade
- 1.1.6 Define Industry
- 1.1.7 State various classifications of Industries
- 1.1.8 Distinguish between Commerce, Trade and Industry

1.2.0 Recognise various types of business organisations

- 1.2.1 Explain sole proprietorship
- 1.2.2 State advantages and disadvantages of sole proprietorship
- 1.2.3 Define partnership
- 1.2.4 Explain characteristics of partnership
- 1.2.5 List out the advantages and disadvantages of partnership
- 1.2.6 State different types of partnership
- 1.2.7 State various types of partners
- 1.2.8 Compare partnership and sole proprietorship
- 1.2.9 Define co-operative society
- 1.2.10 List out the characteristics of co-operative society
- 1.2.11 Explain basic principles of co-operation
- 1.2.12 Describe the advantages of co-operative society
- 1.2.13 Define joint stock company
- 1.2.14 List out the characteristics of joint stock company
- 1.2.15 Describe different types of companies
- 1.2.16 Distinguish between private and public companies
- 1.2.17 Define state enterprises
- 1.2.18 State different types of state

Module 2:

- 2.1.0 Understand the method and procedure of formation of company
- 2.1.1 Explain promotion and promoter
- 2.1.2 Describe the duties of promoters in the formation of company
- 2.1.3 List out the documents to be filed for registration of companies
- 2.1.4 Explain certificate of incorporation and certificate for commencement of business
- 2.2.0 Understand major documents
- 2.2.1 Explain memorandum of association and list its contents
- 2.2.2 Explain the procedure for alteration of each clause
- 2.2.3 Explain articles of association and list out its contents
- 2.2.4 State Table A
- 2.2.5 Describe the procedure for alteration of articles of association
- 2.2.6 State Prospectus
- 2.2.7 Mention the contents of prospectus
- 2.2.8 Explain the liability for misstatement in the prospectus
- 2.2.9 State the meaning of statement in lieu of prospectus
- 2.3.0 Comprehend various terms
- 2.3.1 Shares and debentures

- 2.3.2 List out different classes of shares and debentures
- 2.3.3 Share certificate, share warrant and debenture certificate
- 2.3.4 Distinguish between shares and stock
- 2.3.5 State the term Underwriting
- 2.3.6 State the meaning of minimum subscription

Module 3:

- 3.1.0 Understand Internal Trade
 - 3.1.1 State the meaning and characteristics of internal trade
 - 3.1.2 Describe various classifications of internal trade
 - 3.1.3 Describe the functions and services of wholesalers
 - 3.1.4 Describe the functions and services of retailers
 - 3.1.5 Distinguish between wholesalers and retailers
 - 3.1.6 Describe various types of retailers
- 3.2.0 Understand External Trade
 - 3.2.1 State the meaning and importance of external trade
 - 3.2.2 State the limitations of external trade
 - 3.2.3 Distinguish between External and internal trade
 - 3.2.4 Classify foreign trade
 - 3.2.5 Explain the procedure involved in export trade
 - 3.2.6 Explain the procedure involved in import trade
 - 3.2.7 Explain various documents used in external trade
- 3.3.0 Comprehend various export promotion measures
 - 3.3.1 Meaning of EPZ
 - 3.3.2 Outline the objectives of EPZ
 - 3.3.3 Meaning, outline the features of special economic zones

Module 4:

- 4.1.0 Understand the principles and functions of insurance
 - 4.1.1 Explain various principles of insurance
 - 4.1.2 State the conditions of insurance
 - 4.1.3 Describe various functions of insurance
 - 4.1.4 Recognise different types of life insurance
 - 4.1.5 Comprehend various terms used
 - 4.1.6 surrender value, assignment, nomination
 - 4.1.7 Double insurance and reinsurance
- 4.2.0 Understand fire and marine insurance
 - 4.2.1 Explain fire insurance policy
 - 4.2.2 List out different types of fire insurance policy
 - 4.2.3 Explain marine insurance policy
 - 4.2.4 Explain different types of marine insurance policy
 - 4.2.5 State marine losses
 - 4.2.6 Distinguish between life and general insurance
- 4.3.0 Comprehend other insurance policies
 - 4.3.1 Accident insurance policy, motor vehicle insurance, third party insurance, Accident insurance policy, motor vehicle insurance, third party insurance, fidelity insurance, burglary insurance

CONTENT DETAILS

Module 1:

Meaning and definition of Commerce, Trade and Industry - Differences between commerce, trade and industry – Hindrances of trade – Classification of Industries—Forms of Business Organizations—Sole trader, Partnership, Co-operative societies, State Enterprises and Joint Stock Companies - Characteristics, Advantages and Disadvantages of each type of organization – types of companies – Private and public companies

Module 2

Formation of Joint Stock Company—duties of promoters – registration of companies - certificate of incorporation and commencement of Business—Documents relating to formation—Memorandum of Association, Articles of Association – Prospectus, Table A, Statement in lieu of prospectus—contents of memorandum, Articles , Prospectus- underwriting of shares—classes of shares and debentures - shares and stock - share certificate and debenture certificate - minimum subscription sharrant—debenture certificate—dividend warrant—stock—Transfer andission of ses.

Module 3

Meaning and characteristics of internal trade - classifications of internal trade -wholesale and retail trade – functions and services of wholesale traders and retailers - – types of retailers –External trade – meaning, importance and limitations of external trade— differences between Internal and external trade – procedure involved in import and export—EPZ and SEZ

Module 4

Principles of Insurance – conditions –various functions of insurance – Types of insurance – Life and General – Whole life policy, Endowment policy ,group insurance, annuity – double insurance and reinsurance – assignment and nomination – surrender value – General insurance – Fire policy – Types of fire policies – Marine insurance – types of marine insurance policies – Marine losses – Total loss and partial loss - differences between life and general insurance – Personal accident insurance, motor vehicle insurance, fidelity insurance, burglary insurance

BOOKS RECOMMENDED:

1. P.K.Lazar, Business Studies, Radiant publishers
2. Prof. M.C.K. Nambiar, Business Studies, Himalaya
3. M.C.Shukla, Business Organisation Management, Students Aid publications