

NIRMA UNIVERSITY
Institute of Commerce
Bachelor of Commerce (Hons.)
[B.Com. (Hons.)]
Semester – I

L	T	P	C
4	1	-	5

Course Code	CC2
Course Title	ELEMENTS OF COMMERCE

Course Learning Outcomes (CLO):

At the end of the course, students will be able to:

1. define various forms of business organizations.
2. describe basics of banking operations and negotiable instruments.
3. describe financial services and import export related documents.
4. explain the process of formation of a company.

Syllabus

Teaching Hours

Unit I: Forms of Business Organisation <ul style="list-style-type: none"> • Sole Proprietorship • Partnership Firm and Limited Liability Partnership • Company Form • Cooperative Societies • Global Enterprises • Emerging Modes of Business 	15
Unit II: Introduction to Company Form <ul style="list-style-type: none"> • Types of Company • Sources of Finance • Regulatory Framework 	10
Unit III: Financial Services <ul style="list-style-type: none"> • Indian Financial System: Components and Function • Financial Intermediaries • Financial Institutions • Basics of Negotiable Instruments and Banking Operations 	20
Unit IV: Import-Export Business <ul style="list-style-type: none"> • Intermediators in Foreign Trade • Import-Export Documents and Procedures 	15

Suggested Readings:

- 1 Koontz, W. (2016). *Essentials of Management*. New Delhi: Tata McGraw Hill.
- 2 N, G. R. (2016). *Business Organisation and Management*. New Delhi: Sultan Chand Publishing.
- 3 N, R. P. (2016). *Principles of Business Organisation & Management*. New Delhi: Sultan Chand Publishing.
- 4 Sherlekar, S. &. (2015). *Modern Business Organization and Management*. New Delhi: Himalaya Publishing House.
- 5 Tulsian P C, P. V. (2009). *Business Organisation and Management*. New Delhi: Pearson.