



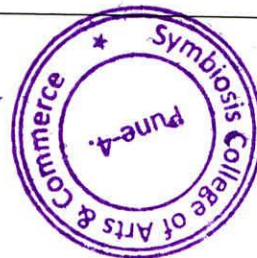
SYMBIOSIS

Symbiosis College of Arts and Commerce

(An Autonomous College under Savitribai Phule Pune University)

Subject code	10601C18	Semester	I	II	III	IV	V	VI	M.Com.	I	II	III	IV
Title of Subject	F.Y.B. Com with Specialization in Accounting and Finance (Integrated Programme) Semester I Title: Business Organization and Management												
Objectives	<ol style="list-style-type: none"> To introduce the concept of the business Understanding the business environment and the influence on how organizations are structured The role of the accounting function and other key business functions in contributing to the effective, efficient and ethical business management Study and development of an organization and its systems. 												
Detailed syllabus													
Unit	Contents of the syllabus												Number of Lectures
1.	The Business Organization, its Stakeholders and the External Environment <ol style="list-style-type: none"> The purpose and types of business organization Stakeholders in business organizations Political and legal factors affecting business Macro-economic factors Micro economic factors Social and demographic factors Technological factors Environmental factors Competitive factors 												10
2.	Business Organization Structure, Functions and Governance <ol style="list-style-type: none"> The formal and informal business organization Business organization structure and design Organizational culture in business Committees in business organizations Governance and social responsibility in business 												10
3.	Accounting and Reporting Systems, Controls and Compliance <ol style="list-style-type: none"> The relationship between accounting and other business functions Accounting and finance functions within business Principles of law and regulation governing accounting and audit The sources and purpose of internal and external financial information, provided by business 												10

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	3.5 Financial systems, procedures and related IT applications 3.6 Internal controls, authorization, security and compliance within business 3.7 Fraud and fraudulent behavior and their prevention in business.	
4.	Leading and Managing Individuals and Teams 4.1 Leadership, management and supervision 4.2 Recruitment and selection of employees 4.3 Individual and group behavior in business organizations 4.4 Team formation, development and management 4.5 Motivating individuals and groups 4.6 Learning and training at work 4.7 Review and appraisal of individual performance	10
5.	Personal Effectiveness and Communication in Business 5.1 Personal effectiveness techniques 5.2 Consequences of ineffectiveness at work 5.3 Competence frameworks and personal development 5.4 Sources of conflict and techniques for conflict resolution and referral 5.5 Communicating in business	4
6.	Professional Ethics in Accounting and Business 6.1 Fundamental principles of ethical behavior 6.2 The role of regulatory and professional bodies in promoting ethical and professional standards in the accountancy profession 6.3 Corporate codes of ethics 6.4 Ethical conflicts and dilemmas	10
	Total Number of Lectures	54
Suggested Reference Books		
1. Accountant in Business (Study Text) Published by Kaplan 2. Accountant in Business (Exam Kit) Published by Kaplan 3. Accountant in Business (Study Text) published by BPP 4. Accountant in Business (Exam Kit) Published by Kaplan 5. website. accaglobal.com		

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