

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



Business Organisation

Business Organisations:

- Types of Business Organisation
- Sole Trader Organisations
- Partnerships
- Limited Companies
- Other Types of Organisation
- Employment in these Various Organisations

Public Enterprise:

- The Need for Public Enterprises
- Central Government Departments
- The Civil Service
- Quasi-Autonomous Non-Governmental Organisations
- Local Government

Internal Organisation of Businesses:

- Management of Businesses
- The Board of Directors
- The Orientation of Companies
- Relationships within an Organisation
- The Principles of Organisation
- Departmental System

Location of Businesses:

- The Need for Premises
- Considerations when Acquiring Premises
- Setting up a Business in a Domestic Property
- What Happens When Objections are Raised?
- Restrictive Covenants in Leases & Deeds
- Other Reasons for Location
- Location & Industrial Inertia

The Size of Businesses:

- The Small Business
- Factors Affecting the Size of a Business
- Economies of Large-Scale Operations
- How Firms & Companies Grow
- Growth & Company Status
- Mergers & Takeovers

Reading List

Main Text:

Business Studies - G Whitehead (Butterworth Heinemann)

