

THE INSTITUTE OF COMMERCIAL MANAGEMENT

SUBJECT SYLLABUS



THE STRUCTURE OF BUSINESS

28 MARCH 2006

Business Documentation:

- An Invoice
- A Credit Note
- A Debit Note
- Statements
- Receipts
- Petty Cash Vouchers
- Formal Documents
- Documents Used in Banking
- Export Documents
- Formfill
- Bills of Lading

Production:

- Innovation & Development
- The Process of Production
- Types of Cost
- Types of Production
- Cost Sheets
- Break-Even Points
- Job Satisfaction & Production
- Telecommunications & Production

Marketing:

- The Personnel in the Marketing Department
- The Functions of the Marketing Department
- The Sales Department
- The Advertising Department
- Physical Distribution Management Export Marketing

Reading List**Main Text:**

Business Studies - G Whitehead (Butterworth Heinemann)