



BACHELOR OF COMMERCE

COURSE GUIDE

PROGRAMME OVERVIEW

Corporate is the next step for the students after academics, this programme with its strong industry interface, provides students with the ability to apply contemporary commerce knowledge and skills to use their initiatives to succeed in their professional career for their empowerment, enhancement and also contribute to the growth of the Organization they work. This programme will also build Leaders to be employers and provide real life business solutions.

The BCom PLUS Associate Company Secretary programme aims at equipping the students in the area of corporate law, accounting & management. It is embedded with foundation & intermediate courses. It enhances the student corporate secretarial abilities besides training them in industrial laws. This program will additionally also have specialized Business management modules in the marketing, finance & entrepreneurship.

Programme Name

Bachelor of Commerce

Programme Code

002

Course Code & Name

203 - B.Com + Associate Company Secretary (ACS) and Diploma in General Management (DGM)

Degree Awarded

Bachelor of Commerce

Duration of the Programme

3 years, 6 semesters

Total Credits

160

Eligibility

The minimum qualification required to apply is a pass in the 10+2 examination in Science or Commerce from PUC / ISC / CBSE or equivalent board. A course recognized as equivalent thereto by the University.

Medium of Instruction / Examination

English

Study Campus

School of Commerce and Management Studies

44/4, District Fund Road, Jayanagar 9th Block, Bangalore

P: +91 80 4343 0903

Programme Timings

9:00 am - 2:30 pm (Mon – Sat)

Course Advisor

Dr. Easwaran Iyer

M: +91 98457 26725

Examinations & Assessments

1. Internal tests
2. Assignments
3. Seminar presentation
4. Class tests
5. Preparatory theory and Practical examination
6. End term theory and Practical examination

Course Curriculum for B Com

Semester 1

Language

English

Financial Accounting - I

Management Concepts & Practices

Quantitative Methods - I

Managerial Economics - I

Value Enhancing Course: Mind Management & Human Values

Semester 2

Language

English

Financial Accounting - II

Organisational Behaviour

Quantitative Methods - II

Managerial Economics - II

Value Enhancing Course: Indian Constitution

Semester 3

Language

English & Business Communication - I

Corporate Accounting - I

Human Resource Management

Financial Management
Corporate Laws & Secretarial Practice
Value Enhancing Course: Computer Fundamentals

Semester 4

Language
English & Business Communication - II
Corporate Accounting - II
Marketing Management
Cost Accounting
Business Applications of Information Systems
Value Enhancing Course: Environmental Science

Semester 5

Banking Theory & Practice
Income Taxes - I
Management Accounting
Auditing
Elective Paper - I
Elective Paper - 2

Semester 6

Business Laws
Income Taxes - II
Entrepreneurship Management
International Business
Elective Paper - 3
Elective Paper - 4

Electives

I – Accounting and Taxation Group

1. Advanced financial accountancy - I
2. Advanced cost and Management accounting
3. Advanced financial accountancy - II
4. Indirect taxes

II – Finance Group

1. Corporate finance
2. Financial markets
3. Financial services
4. International financial management

III – Marketing Group

1. Consumer behaviour
2. Advertising management
3. Sales and Distribution management
4. Services marketing

Course Curriculum for PLUS programme - Associate Company Secretary (ACS)

Foundation Course:

English and Business Communication (FCEBC)
Basic Economics and Business Environment (FCBE-BE)
Financial Accounting (FCFA)
Elements of Business Laws and Management (FCEBLM)
Information Systems and Quantitative Techniques (FCISQT)

Intermediate Course:

Group I

General and commercial Laws
Company Accounts and Cost & Management Accounting
Tax Laws
Management Information Systems & Corporate Communication

Group II

Company Law
Company Secretarial Practice
Economic, Labour and Industrial Laws
Securities Laws and Regulation of Financial Markets

Course Curriculum for PLUS programme - Diploma in General Management (DGM)

Semester I and II

Marketing Management
Introduction to Financial Markets

Semester III and IV

Marketing Management
Introduction to Risk Management and Advance Risk Management

Semester V and VI

Marketing Management
Mutual Funds

CAREER OPPORTUNITIES

Role of Company Secretary

- A Company Secretary is capable of rendering a wide range of services to companies of all sizes, commercial and industrial organizations, small scale units, firms etc. either on retainer ship or job basis.
- The very versatility of Company Secretary has made it an indispensable profession.
- He/She meets the legal requirements and ensures all aspects of statutory compliance of the company.
- He/She should be conversant with the diverse areas of law, management, finance and corporate governance.
- He/She acts as a vital link connecting the company, the Board of Directors, the share holders and governmental agencies.
- He/She takes part in the formulation of corporate policies; perform accounts and finance functions and acts as the registrar

Company Secretary in Employment

- Companies with a paid up share capital of Rs. 2 crore or more are compulsorily required to appoint a whole time company secretary and all companies seeking listing on Stock Exchange are required to appoint a whole time Company Secretary
- Membership of the Institute is recognized for appointed to superior posts and services under Central Government, and from Grade I to Grade IV in the Accounts branch of the Indian Company Law Service.
- A qualified Company Secretary has openings in Employment and can also practice as an Independent Professional in the areas of :- Corporate Governance and Secretarial Services, Corporate Laws Advisory and Representation Services, Financial Market Services & Management Services

Self Employment (Practice)

- After obtaining a Certificate of Practice from the Institute, Members of the Institute can go in for independent practice
- Every company having a paid up share capital of Rs 10 lakh or more but less than Rs 2 crore, is required to engage the service of a secretary in Whole time practice for issue of compliance certificate