



## 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.

### **Programme Name**

Bachelor of Commerce

### **Programme Code**

002

### **Course Code & Name**

217 - B.Com + Industry Oriented Certificate Course in HR Skills and Counseling

### **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 - Industry Oriented Certificate Course in HR Skills and Counseling**

### **Year 1 - Operational HR and working in a corporate environment**

- HR Roles and Careers
- Interpersonal Skills
- Presentation Skills
- Time Management Skills
- Team Working Skills
- Recruitment
- Training
- Performance Appraisals
- Compensation and Benefits
- Business communication skills
- Assessment

### **Year 2 - Basics of Counselling**

- Introduction to counselling
- Levels of Listening
- Person centered theory by Carl Rogers
- Ethical and professional boundaries in counselling
- Counselling skills, Need for personal development of a counsellor
- Counselling process
- Counselling methods - Transactional Analysis, NLP
- Handling Employee Grievances in organisations
- Feedback, coaching and mentoring in organisations

### **Year 3 - Key HR skills and strategy**

- HR Scorecard, HR as a strategic partner
- Organisation development
- Interviewing skills, assessment centres and psychometric testing
- Blended learning, Training evaluation
- Competence Based Performance Systems
- Policy Design
- Facilitation Skills
- Influencing Skills
- Contemporary issues in HR
- Assessment

## **CAREER OPPORTUNITIES**

- HR Executive
- Recruitment Executive
- Administrator
- HR Recruiters
- Recruitment Consultant
- Resource Executive
- Training Executive
- Staff Supervisor
- Counselor