

BHARATHIAR UNIVERSITY, COIMBATORE-641 046

B.Com- CS with CA (Corporate Secretaryship with Computer Applications)

(For the students admitted from the academic year 2014-15 and onwards)

SCHEME OF EXAMINATIONS : CBCS Pattern

Part	Study Components	Course Title	Ins. hrs / week	Examinations				
				Dur. Hrs	CIA	Marks	Total	Credits
SEMESTER –I								
I	Language-I		6	3	25	75	100	4
II	English-I		6	3	25	75	100	4
III	Core I – Financial Accounting-I		5	3	25	75	100	4
III	Core II – Business Management		4	3	25	75	100	4
III	Allied Paper I - Computer Applications in Corporate Office		5	3	25	75	100	4
III	Computer Practical – I		2	-	-	-	-	-
IV	Environmental Studies #		2	3	-	50	50	2
SEMESTER –II								
I	Language-II		6	3	25	75	100	4
II	English-II		6	3	25	75	100	4
III	Core III – Financial Accounting-II		5	3	25	75	100	4
III	Core IV – Law of Insurance		5	3	25	75	100	4
III	Allied Paper II – Computer Practical – I		6	3	40	60	100	4
IV	Value Education – Human Rights #		2	3	-	50	50	2
SEMESTER –III								
III	Core V – Commercial Law		6	3	25	75	100	4
III	Core VI – Company Law and Secretarial Practice-I		6	3	25	75	100	4
III	Core VII – Data Base Management System		6	3	25	75	100	4
III	Allied : III - Business Mathematics		5	3	25	75	100	4
III	Computer Practical		2	-	-	-	-	-
V	Skill based Subject- 1 : Office Administration		3	3	20	55	75	3
IV	Tamil @ /Advanced Tamil # (or) Non-Major Elective–I : Yoga for Human Excellence # / Women’s Rights # Constitution of India#		2	3	50	50	50	2
SEMESTER –IV								
III	Core VIII – Corporate Accounting-I		5	3	25	75	100	4
III	Core IX – Company Law and Secretarial Practice-II		5	3	25	75	100	4
III	Core X – Programming in C		5	3	25	75	100	4
III	Core XI – Business Statistics		5	3	25	75	100	4
III	Allied: IV–Computer Practical-II (C Programming & Tally)		5	3	40	60	100	4
V	Skill based Subject- 2 : Practical Banking		3	3	20	75	75	3
IV	Tamil @ / Advanced Tamil # (or) Non-major elective -II : General Awareness #		2	3	50	50	50	2

SEMESTER –V							
III	Core XII – Cost Accounting	6	3	25	75	100	4
III	Core XIII – Industrial Law	5	3	25	75	100	4
III	Core XIV – Corporate Accounting-II	5	3	25	75	100	4
III	Core XV – Taxation - I	5	3	25	75	100	4
IV	Business Environment #	2	3	-	-	50	2
III	Elective –I :	4	3	25	75	100	4
V	Skill based Subject- 3 : Marketing Management	3	3	20	55	75	3
SEMESTER –VI							
III	Core XVI –Corporate Laws	6	3	25	75	100	4
III	Core XVII - Management Accounting	6	3	25	75	100	4
III	Core XVIII - Taxation – II (Indirect Taxes)	5	3	25	75	100	4
III	Elective –II :	5	3	25	75	100	4
III	Elective –III :	5	3	40	60	100	4
V	Skill based Subject- 4 : Securities Management	3	3	20	55	75	3
IV	Extension Activities @	-		50	-	50	2
Total						3500	140

\$ Includes 25% / 40% continuous internal assessment marks for theory and practical papers respectively.

@ No University Examinations. Only Continuous Internal Assessment (CIA)

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List of Elective Papers (Colleges can choose any one of the paper as electives)		
Elective – I	A	Visual Basic (Theory)
	B	Management Information System
	C	Software Engineering
Elective – II	A	Internet and E-Commerce
	B	Corporate Governance
	C	Oracle (RDBMS)
Elective - III	A	Visual Basic (Practical)
	B	HTML - Java Script
	C	Web Technology

Note :

The syllabus for the above(except Allied Paper II - Computer Practical-I) be the same as prescribed for the academic year 2010-11. The syllabus for Allied Paper II – Computer Practical-I is furnished below:

ALLIED PAPER II - COMPUTER PRACTICAL - I

I - MS WORD

1. Type Chairman's speech/ Auditor's report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.
2. Prepare an invitation for the college function using Text boxes and clip parts.
3. Design an invoice and Account sales by using Drawing tool bar, Clip Art, Word Art, Symbols, Borders and Shading.
4. Prepare a Class Time Table and perform the following operations: Inserting the table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.
5. Prepare a Shareholders meeting letter for 10 members using mail merge operation.
6. Prepare Bio-Data by using Wizard/ Templates.

II - MS EXCEL

1. Prepare a mark list of your class (minimum of 5 subjects) and perform the following operations: Data Entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting.
2. Prepare Final Accounts (Trading, Profit & Loss Account and Business Sheet) by using formula.
3. Draw the different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of a company by using chart wizard.
4. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.
5. Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, Decline.

III - MS POWERPOINT

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.
3. Design slides for the headlines News of a popular TV Channel. The Presentation Should contain the following transactions:
Top down, Bottom up, Zoom in and Zoom out. - The presentation should work in custom mode.
3. Design presentation slides about an organization and perform frame movement by interesting clip arts to illustrate running of an image automatically.
4. Design presentation slides for the Seminar/Lecture Presentation using animation effects and perform the following operations:
Creation of different slides, changing background color, font color using wordart.

IV - MS ACCESS

1. Prepare a payroll for employee database of an organization with the following Details:
Employee id, Employee name, Date of Birth, Department and Designation, Date of appointment, Basic pay, Dearness Allowance, House Rent Allowance and other deductions if any. Perform queries for different categories.
2. Create mailing labels for student database which should include atleast three Table must have atleast two fields with the following details:
Roll Number, Name, Course, Year, College Name, University, Address, Phone Number.
5. Gather price, quantity and other descriptions for five products and enter in the Access table and create an invoice in form design view.
6. Create forms for the simple table ASSETS.
7. Create report for the PRODUCT database.