



University of Madras – CBCS Regulations

B.Com (Corporate Secretaryship) – Syllabus

SEMESTER I

Course Components	Name of the Course	Credits	Int. Marks	Ext. Marks	Total
PART-I	Paper – I Language –I	3	25	75	100
PART-II	Paper – I English-I	3	25	75	100
PART-III	Core Paper – I - Financial Accounting	4	25	75	100
	Core Paper – II - Company Law and Secretarial Practice – I	4	25	75	100
	Allied Paper – I Any one of the following: 1. Corporate-E – Management 2. Marketing 3. Managerial Economics	5	25	75	100
PART-IV	Soft Skill-I	3	50	50	100
PART-IV	Non-Tamil Students : Basic Tamil Tamil Students : Non – Major Elective*	2	25	75	100

SEMESTER II

Course Components	Name of the Course	Credits	Int. Marks	Ext. Marks	Total
PART-I	Paper –II Language –II	3	25	75	100
PART-II	Paper – II English-II	3	25	75	100
PART-III	Core Paper –III - Advanced Financial Accounting	4	25	75	100
PART-III-	Core Paper – IV - Human Resource Management	4	25	75	100
	Allied Paper –II Any one of the following: 4. Corporate Finance 5. Business Communication 6. International Trade	5	25	75	100
PART-IV	Soft Skill-II	3	50	50	100
PART-IV	Non-Tamil Students : Basic Tamil Tamil Students : Non – Major Elective*	2			100

* Non-Major Elective – Any one of the following (Semester-wise)

I Semester

1. Fundamentals of Accounting Standards
2. Fundamentals of Company Law
3. Computer Application in Accounting
4. Introduction to Financial Markets

II Semester

1. Basics of Secretarial Practice &
2. Basic Principles in Management
3. Fundamentals of Insurance
4. Basics of Corporate E- Management

SEMESTER III

Course Components	Name of the Course	Credit	Int. Marks	Ext. Marks	Total
PART-I	Paper –III - Language –III	3	25	75	100
PART-II	Paper – III - English-III	3	25	75	100
PART-III	Core Paper V - Corporate Accounting - I	4	25	75	100
	Core Paper VI - Company Law and Secretarial	4	25	75	100
	Allied Paper – III	5	25	75	100

	Any one of the following: 7. Statistics – I. 8. Auditing 9. Fair Trade Principles and Practices				
PART – IV	Soft Skill – III	3	50	50	100

SEMESTER IV

Course Components	Name of the Course	Credit	Int. Marks	Ext. Marks	Total
PART-I	Paper –IV - Language –IV	3	25	75	100
PART-II	Paper – IV - English-IV	3	25	75	100
PART-III	Core Paper- VII – Corporate Accounting – II	4	25	75	100
	Core Paper – VIII - Business Management	4	25	75	100
	Allied Paper – IV Any one of the following: 10. Statistics – II 11. Banking Theory Law and Practice 12. Elements of Insurance	5	25	75	100
PART – IV	Soft Skill – IV	3	50	50	100
PART-IV	Environmental Studies	2	25	75	100

SEMESTER V

Course Components	Name of the Course	Credits	Int. Marks	Ext. Marks	Total
PART-III	Core Paper – IX – Management Accounting	4	25	75	100
	Core Paper – X - Securities Laws & Market Operations	5	25	75	100
	Core Paper – XI - Income Tax Law and Practice - I	4	25	75	100
	Core Paper – XII - Commercial Law	4	25	75	100
	Elective Paper – I - Entrepreneurial Development	5	25	75	100
PART – IV	Value Education	2	25	75	100

SEMESTER VI

Course Components	Name of the Course	Credits	Into Marks	Ext. Marks	Total
PART-III	Core Paper - XIII - Cost Accounting	4	25	75	100
	Core Paper – XIV - Industrial Laws	4	25	75	100
	Core Paper – XV - Income Tax Law and Practice–II	4	25	75	100
	Core Paper – XVI - Indirect Taxes	4	25	75	100
	Elective Paper – II - Project- Institutional Training	5	25	75	100
PART – V	Extension Activities	1			