



**UNIVERSITY OF MADRAS**  
**INSTITUTE OF DISTANCE EDUCATION**  
**BCOM CORPORATE SECRETARYSHIP**

<b>SEMESTER – I</b>		<b>SUBJECTS</b>	<b>CREDIT</b>	<b>Max. Marks</b>		<b>Total</b>
<b>COURSE COMPONENT</b>				<b>Int.</b>	<b>Ext.</b>	
Part I	Paper – I			Tamil or other language	3	
Part II	Paper – I	English	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	Office Management	3	25	75	100

<b>SEMESTER – II</b>		<b>SUBJECTS</b>	<b>CREDIT</b>	<b>Max. Marks</b>		<b>Total</b>
<b>COURSE COMPONENT</b>				<b>Int.</b>	<b>Ex</b>	
Part I	Paper –II			Tamil or other language	3	
Part II	Paper –II	English	3	25	75	100
Part III	Core Paper –III	Advanced Financial Accounting	4	25	75	100
	Core Paper –IV	Company Law And Secretariat Practice -II	4	25	75	100
	Allied Paper–II	Statistics	3	25	75	100

<b>SEMESTER – III</b>		<b>SUBJECTS</b>	<b>CREDIT</b>	<b>Max. Marks</b>		<b>Total</b>
<b>COURSE COMPONENT</b>				<b>Int.</b>	<b>Ext.</b>	
Part I	Paper –III			Tamil or other language	3	
Part II	Paper –III	English	3	25	75	100
Part III	Core Paper –V	Corporate Accounting -I	5	25	75	100
	Core Paper –VI	Business Communication	4	25	75	100
Part IV	NME-I	Indian Constitution	2	25	75	100



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<b>SEMESTER – IV</b>		<b>SUBJECTS</b>	<b>CREDIT</b>	<b>Max. Marks</b>		<b>Total</b>
<b>COURSE COMPONENT</b>				<b>Int.</b>	<b>Ext.</b>	
Part I	Paper –IV			Tamil or other language	3	
Part II	Paper –IV	English	3	25	75	100
Part III	Core Paper –VII	Corporate Accounting – II	5	25	75	100
	Core Paper –VIII	Business Management	4	25	75	100
Part IV	NME-II	Basics of Psychology	2	25	75	100

<b>SEMESTER – V</b>		<b>SUBJECTS</b>	<b>CREDIT</b>	<b>Max. Marks</b>		<b>Total</b>
<b>COURSE COMPONENT</b>				<b>Int.</b>	<b>Ext.</b>	
Part III	Core Paper –IX			Cost Accounting	4	
	Core Paper –X	Commercial Law	4	25	75	100
	Core Paper –XI	Income Tax Law & Practice I	4	25	75	100
	Core Elective –I	Banking Theory, Law & Practice	3	25	75	100
Part IV	EVS	Environmental Studies	2	25	75	100

<b>SEMESTER – VI</b>		<b>SUBJECTS</b>	<b>CREDIT</b>	<b>Max. Marks</b>		<b>Total</b>
<b>COURSE COMPONENT</b>				<b>Int.</b>	<b>Ext.</b>	
Part III	Core Paper - XII			Management Accounting	4	
	Core Paper – XIII	Industrial Law	4	25	75	100
	Core Paper – XIV	Income Tax Law & Practice II	4	25	75	100
	Core Elective – II	Financial Markets	3	25	75	100
Part IV	VE	Value Education	2	25	75	100