

ಮಂಗಳೂರು
MANGALORE



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
UNIVERSITY

(Accredited by NAAC with 'A' Grade)

ಕ್ರಮಾಂಕ/No: MU/ACC/CR.41/2018-19/A8

ಕುಲಸಚಿವರ ಕಛೇರಿ

ಮಂಗಳಗಂಗೋತ್ರಿ - 574 199

Office of the Registrar

Mangalagangothri - 574 199

ದಿನಾಂಕ/Date: 19.10.2020

NOTIFICATION

Sub: Revised core courses to be offered under Group I and scheme of examinations for vocational courses Tax procedure & practice OM & SP and Computer Applications of B.Com degree programme - reg.

- Ref: 1. This office notification No.MU/ACC/CR68/2018-19/A8 dated: 22.04.2019
2. This office notification No.MU/ACC/CR12/2018-19/A8 dated: 15.05.2019
3. This office notification of even No.dated: 22.04.2019 & 08.07.2019
4. Decision of the Academic council at its meeting held on 04.08.2020 vide Agenda No: 1:13(2020-21)

Revised core courses to be offered under Group I and scheme of examinations for vocational courses Tax procedure & practice, office Management & Secretarial Practice and Computer Applications of B.Com degree programme under CBCS which was approved by the Academic council at its meeting held on 04.08.2020 are hereby notified for implementation for the III semester with effect from the academic year 2020-21

Copy of the same shall be downloaded from the Mangalore University website www.mangaloreuniversity.ac.in

REGISTRAR.
19/10

To:

- 1) The Principals of the Colleges concerned.
- 2) The Registrar (Evaluation), Mangalore University.
- 3) Prof. Ishwara P., Chairman, UG BOS in Commerce & Professor, Department of Commerce, Mangalore University.
- 4) The Assistant Registrar/ Superintendents, Academic Section, O/o the Registrar, Mangalore University.
- 5) The Director, DUIMS, Mangalore University - with a request to publish in the Website.
- 6) Guard File.

Mangalore University

Syllabus for B.Com(VOC) (Office Management and Secretarial Practice)

Course as per CBCS Regulations 2018-19:

Programme Objectives:

1. The Course focuses mainly on enhancing the employability skills of the Commerce students
2. The introduction of updated and the need of the hour concepts and contents will make a student employable and at the same time confident in his/her day to day transactions.

Proposed Semester wise Subjects for B.Com(VOC) (Office Management and Secretarial Practice) Degree

I year B.Com(VOC)(OM & SP) I Semester						
	Subjects/Courses	Teaching Hours/Week	Marks			Credits
			I A	U Exam	Total	
Group I: Core Courses (Commerce Subjects)	Quantitative Techniques- I	4	20	80	100	02
	Financial Accounting – I	6	30	120	150	03
Vocational	1.Office Management	3	20	80	100	02
	2.Computer Based and Spoken English Skills-I (Lab)	4	10	40	50	01
	3.Organizational Behaviour	3	20	80	100	02
Group II	Elective Courses	2	10	40	50	01
Group III (a) Compulsory Foundation	Language I	4	20	80	100	02
	Language II	4	20	80	100	02
Group III (b) Compulsory Foundation	Indian Constitution/Human Rights/Gender Equity/Environmental studies	2	10	40	50	01
Group IV	Co-Curricular and Extra-Curricular activities	-	-	-	50	01
					850	17
I year B.Com(VOC) (OM & SP) II Semester						
	Subjects/Courses	Teaching Hours/Week	Marks			Credits
			I A	U Exam	Total	
Group I: Core Courses (Commerce Subjects)	Quantitative Techniques- II	4	20	80	100	02
	Financial Accounting - II	6	30	120	150	03
Vocational	1.Office Systems and Procedures	3	20	80	100	02
	2.Computer Based and Spoken	4	10	40	50	01

Core Courses (Commerce Subjects)						
Vocational	1.Office Correspondence	3	20	80	100	02
	2.Powerpoint, Photoshop and Spoken English Skills (Lab)	4	10	40	50	01
	3.Human Resource Management – II	3	20	80	100	02
Group II Elective Courses	Elective Courses	2	10	40	50	01
Group III a) Compulsory Foundation	Language I	4	20	80	100	02
	Language II	4	20	80	100	02
Group III b) Compulsory Foundation	Indian Constitution/Human Rights/Gender equity/ Environmental Studies	2	10	40	50	01
Group IV	Co-curricular and Extra- curricular Activities	-	-	-	50 850	01 17

III year B.Com(VOC) (OM & SP) V Semester						
	Subjects/Courses	Teaching Hours/Week	Marks			Credits
			I A	U Exam	Total	
Group I: Core Courses (Commerce Subjects)	Corporate Accounting – I	5	30	120	150	03
	Financial Management - I	5	30	120	150	03
	Business Law	5	30	120	150	03
	Modern Marketing	5	30	120	150	03
Vocational	1.Entrepreneurship Development – I	5	30	120	150	03
	2.Tally.ERP.9 with GST and Spoken English Skills	2	10	40	50	01
	3.Personal Tax Planning-I	4	20	80	100	02
				900	18	
Group II	Not applicable					
Group III	Not applicable					
Group IV	Not applicable					
III year B.Com(VOC) (OM & SP), VI Semester						
	Subjects/Courses	Teaching Hours/Week	Marks			Credits
			I A	U Exam	Total	
Group I: Core Courses	Corporate Accounting – II	5	30	120	150	03
	Financial Management - II	5	30	120	150	03

(Commerce Subjects)						
Vocational course	1. Entrepreneurship Development – II	3	20	80	100	02
	2. Project Work	4	20	80	100	02
	3. Personal Tax Planning - II	3	20	80	100	02
	Indian Corporate Law	5	30	120	150	03
	Auditing	5	30	120	150	03
					900	18
Group II	Not applicable					
Group III	Not applicable					
Group IV	Not applicable					
Total					5200	104