



## **SYLLABUS**

### **DEPARTMENT OF B.COM CORPORATE** **SECRETARYSHIP**

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**DR.M.G.R.JANAKI COLLEGE FOR WOMEN**

EXCELLENCE THROUGH DILIGENCE

"Sathyabama MGR Maligai", 11&13, Durgabai Deshmuk Road, Chennai - 600028,  
Tamilnadu. Phone:044 2493 7382 , E-mail: info@mgrjanaki.ac.in ,

Web: www.mgrjanaki.ac.in

## **SEMESTER-I**

PART -I English

PART -II Tamil

CORE -I Financial accounting

CORE -II Company law & secretarial Practice -1

ALLIED-I Marketing

NME- Fundamentals of company law

## **SEMESTER-II**

PART - I English

PART - II Tamil

CORE IIIAdvanced financial accounting

CORE -IV Human resource management

ALLIED -II Business communication

NME -Basic of secretarial practice &standards

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### **SEMESTER-III**

PAPER V - English

PART II - Tamil

CORE IV - Corporate accounting I

CORE V - Company law and secretarial practice II

ALLIED III-Statistics

### **SEMESTER-IV**

Language Paper-I English

paper- II Tamil

CORE - IV Corporate accounting – II

CORE -V Business Management

ALLIED -IV Statistics

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## **SEMESTER-V**

CORE -VIII Management accounting  
CORE -IX secretaries law& market operation  
CORE -X Income tax law & and practice -  
CORE -XI Commercial law  
Elective Entrepreneurial Development

## **SEMESTER-VI**

CORE -XII Cost accounting  
CORE -XIII Industrial law  
CORE -XIV Income tax law & practice -II  
CORE -15 Institutional training  
Elective - Indirect tax

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