

B.Com. (Office Automation)
Course Structure under Baddi University
(For the candidates to be admitted from the academic year 2011-12 onwards)

First Semester

S.No	Course No	Course Title	Lectures per week	Lab	Max. Marks	Credits assigned
1	UCO -101	Business Organisation	5	-	100	5
2	UCO -102	Business Communication	5	-	100	5
3	UCO -103	Cost Accounting	5	-	100	5
4	UCO -104	Financial Accounting	5	-	100	5
5	UCO -105	Fundamentals of IT (SP-1)	5	-	100	5
Total Hours per week=25 Total credits=25						

Second Semester

S.No	Course No	Course Title	Lectures per week	Lab/Seminar	Max. Marks	Credits assigned
1	UCO -106	Business Economics	5	-	100	5
2	UCO -107	Business Mathematics	5	-	100	5
3	UCO-108	Business Environment	5	-	100	5
4	UCO -109	Administrative management: Modernising administration and office services(SP-2)	5	-	100	5
5	UCO -110	Information Processing in office (SP-3)	5	-	100	5
Total Hours per week=25 Total credits=25						

Third Semester

S.No	Course No	Course Title	Lectures per week	Lab	Max. Marks	Credits assigned
1	UCO-201	Principles of Marketing	5	-	100	5
2	UCO -202	Basics of Human Resource Management	5	-	100	5
3	UCO -203	Basics of Financial Management	5	-	100	5
4	UCO -204	Business Ethics	5	-	100	5
5	UCO-205	Advanced Computer application in automised office (SP-4)	5	-	100	5
Total Hours per week=25 Total credits=25						

Fourth Semester

S.No	Course No	Course Title	Lectures per week	Lab	Max. Marks	Credits assigned
1	UCO-206	Personality Development	5	-	100	5
2	UCO -207	Employment enhancing skills-I	5	-	100	5
3	UCO -208	Office productivity tools (SP-5)	5	-	100	5
4	UCO-209	Tally(fully practical) (SP-6)	1	4	100	5
5	UCO -210	Industrial Training	4 weeks	-	100	5
Total Hours per week=20 Total credits=25						

Fifth Semester

S.No	Course No	Course Title	Lectures per week	Lab	Max. Marks	Credits assigned
1	UCO-301	Research Methodology	5	-	100	5
2	UCO -302	Business Laws	5	-	100	5
3	UCO -303	Employment enhancing skills-II	5	-	100	5
4	UCO -304	Secretarial Practice-I (SP-7)	5	-	100	5
5	UCO -305	Business accounting software (SP-8)	1	4	100	5
Total Hours per week=25 Total credits=25						

Sixth Semester

S.No	Course No	Course Title	Lectures per week	Lab	Max. Marks	Credits assigned
1	UCO -306	Management Information System	5	-	100	5
2	UCO -307	Employment enhancing skills-III	5	-	100	5
3	UCO -308	Taxation:Direct and indirect tax laws (SP-9)	5	-	100	5
4	UCO-309	Secretarial Practice-II (SP-10)	5	-	100	5
5	UCO -310	Industrial Training	4-6 weeks	-	100	5
Total Hours per week=20 Total credits=25						

Total Hours = 140 Hours
Total Credits = 150 Credits