



K.V.V.S COLLEGE OF SCIENCE AND TECHNOLOGY

Kaithaparambhu, Adoor, Pathanamthitta Dist.

(Affiliated to University of Kerala)

Recognised institution under Section 2(F) of UGC Act 1956

PG DEPARTMENT OF COMMERCE AND MANAGEMENT

Syllabus for Bridge course in commerce and management

COURSE CODE: BC 159195

About the Programme:

"The essence of education lies in drawing out the very best that is in you."

Bridge courses are advanced courses designed especially for students taking an advanced course for the first time. Bridge courses are supplemental knowledge given to students. Further, they deliver them with an elementary understanding of the advanced subjects that will teach them in the future. A bridge course may lead a person to ensure that he has a basic knowledge of the course that will guide him. A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes. The main objective of the course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in Graduation. The syllabus for the course is framed in such a way that they get basic knowledge on the subjects which they would be learning through graduation.

OBJECTIVES

- This course gives a superior progress stage to set themselves up before the beginning obviously for the primary semester.
- To overcome any barrier between subjects learned at the pre-college level and subjects they would concentrate on B.Com and BBA classes
- Interactive and dynamic learning students will be outfitted with information and certainty before the main year course.

COURSE DESIGN:

It is course conducted by the Department of Commerce by framing their own syllabus. The course consists of twenty five hours of interactive sessions and an internal examination which will be designed by the Department of Commerce and the same is mandatory for all commerce and management students. The result will be published in the website as well as on the notice board.

COURSE OUTCOME:

1. To make the students familiar with the basic concepts of commerce and Management.
2. The course is designed to expose the student to acquire conceptual Knowledge of the financial accounting.
3. To provide basic knowledge to the student about the organization and Management of business enterprise.

CAREER OPPORTUNITIES:

1. Investment Banker
2. Personal Financial Advisor

3. Cost Management Accountant (CMA)
4. Relationship Manager in finance companies
5. Stock Broker
6. Marketing/ sales
7. Human resource department
8. Customer relations

SYLLABUS FOR THE BRIDGE COURSE

Module 1- Commerce- Introduction- importance of commerce- Branches of Commerce- financial markets- primary and secondary markets-financial instruments (5 hrs.)

Module II-Introduction to accounting.-Book Keeping – Concepts-Objectives-importance- Functions- Advantages- types of Accounts -Rules of Debit and Credit- Journal and Ledger (5 hrs.)

Module III- Management- levels of management- functions of management- Manager- Qualities and characteristics of Manager-leadership- types of leadership- Management v/s Administration (5 hrs.)

Module IV- Company-Meaning - Definition - Characteristics –Public Company- Private Company- Chairman- Board of Directors- Board Meetings- Share holders-Prospectus- CSR (5 hrs.)

Module V- Tax Law and Practices- Tax- definition- types of taxes- Slab Rate Filing of returns- Evolution of GST- Definitions- CGST-SGST-IGST- Application of Tax (5 hrs.)

