

Second Year
Admissions 2008-09

BComPlus

Welcome to the New Academic Year

Dear Parents, guardians and students,

The new Tandem BCom Plus programme has been a great success with several events, activities and student placements during the year. We are pleased to welcome you to the next academic session (Second year) of the **BCom Plus** programme at Tandem.

Structured around the core BCom degree with plus modules added for industry relevance, the Plus programme has received acclaim from both students and industry leaders. Based on the feedback received, we have enhanced the academic modules to deliver an even better experience this time around.

Plus modules for the second year include **training for the Business English Certificate (BEC)** exam and **Computerized Financial Accounting**.

The Tandem BCom Plus programme is one of its kind and puts students on the fast track to a corporate career.

Classes for second year BCom Plus commence on June 2nd, 2008.

Your admission date is on:

Admission to the Tandem BCom Plus programme is limited. You are requested to ensure your admission, on the admission date stated above, to confirm your seat.

With best wishes,



Prof. M. X. George
Head of Academics

Highlights of the BCom Plus Programme, 2007-08

Presentation of a memento to President Dr. A. P. J. Abdul Kalam

BCom Plus students created a memento to thank Dr. Kalam for his service to the nation, which was presented to the President, by student and faculty representatives, during his visit to Trivandrum in October 2007.



Students and Faculty with the memento for Dr. Kalam

Onam and Christmas Festivities

Onam was celebrated on campus with a “pookalam” contest. Christmas saw students and faculty get together for carol singing and lunch.

Tandem Day

Our annual day was celebrated with great fanfare on February 3rd, 2008, with students participating in a variety of cultural events, including music, dance and skits. Mr. K. Jayakumar IAS and actor Jagathi Sreekumar were guests of honour.



Mr. Jayakumar lighting the lamp on Tandem Day with actor Jagathi Sreekumar.



Cultural performance on Tandem Day.

Extracurricular Activities

In addition to the above, students at Tandem participated in a number of activities organized by Plus faculty members, including elocution contests, mock interviews and a poster contest.



Entries for the poster contest for BCom plus students

Career Sessions

Tandem introduced the Career Sessions programme as a platform for BCom Plus students to interact with industry leaders on campus. The event saw students interact with executives from **Allianz-Cornhill, Genpact, ICICI Bank, HDFC Bank, Visual Graphics, Bajaj-Allianz Insurance and Reliance.**



Career Session with Ms. Seema Sreejith from BPO Major Genpact.



Mr. Umesh Kamath, Head of HR for Allianz-Cornhill, addressing a career session

Campus Interviews

As part of the placement programme for third year BCom Plus students, campus interviews were conducted by the following companies: **Allianz-Cornhill, Genpact, ICICI Bank, HDFC Bank, Visual Graphics, Bajaj-Allianz, Reliance and Testhouse.**



H. Vishnu Prasad Subramanyam.M.S

Congratulations to our students who were successful in their interviews



Joshy Mathew K.



J. P. Sreejith



Nidhish Kurup



Sreenathan Nair S.



Sreejith Nair



Sharath Varma

... and many more who succeeded in their MBA entrance exams.

Course Details

Second Year

Eligibility: Completed the first year BCom course or equivalent accepted by the University of Kerala.

Core Programme: BCom

Part I **English Paper II**

Part III **Commerce Subjects**

5. Business Regulatory Framework

6. Business Statistics

7. Principles of Marketing

8. Advanced Financial Accounting

9. Optional Subjects Paper-I

Part IV **Compulsory Paper**

1. Environment Studies (Total of 80 hours for the year)

You get more at Tandem

1. In addition to the regular syllabus, the BCom course at Tandem includes regular test papers and assignments, aligned to topics in the syllabus, designed to both improve the student's understanding of the topic and introduce them to real life situations.
2. Printed topic-wise question bank containing important questions from each topic.

Note

A candidate for the first year, second year or third year BCom degree examination shall be required to register for all the subjects of the examination at first appearance itself. Without registration for the first year examination no candidate will be permitted to appear for subsequent examinations (viz., second and third year).

“BCom Plus has greatly improved my confidence levels and increased my vocabulary.”

- Sharath Varma
(BCom Plus, 2008)

Course Details

Second Year

Plus Module: BEC Training

The second year module consists of training for the Business English Certificate (BEC) exam, administered by the British Council. The BEC is an internationally recognized English language certification developed by Cambridge ESOL. Leading MNCs around the world, like Infosys, Nestle, Siemens, AstraZeneca, Wipro, HP, L&T and many others, recognize BEC as proof of the holder's proficiency in English. Some companies have made BEC a prerequisite for recruitment. The BEC is a definite advantage for getting preference in job interviews.

BEC focuses on the use of English in real-world business situations covering topics such as drafting letters, writing reports, negotiation skills and corporate communication.

You can choose from any of the three BEC exams – BEC Preliminary, BEC Vantage or BEC Higher. **Once awarded, BEC certificates are valid for life.**

The BEC exam tests candidates in four areas- listening, speaking, reading and writing.

Key Modules

- ✓ Business Correspondence
- ✓ Emails, proposals, recommendations and memos
- ✓ Presentation skills
- ✓ Telephonic communication
- ✓ Negotiations and meetings
- ✓ Cross-cultural communication
- ✓ Business related vocabulary building
- ✓ General soft skills

Note

The Plus modules only cover training for the BEC exam. Candidates who desire to take the exam must register and pay the requisite fees to the British Council.

“The BCom plus programme is the best of its kind. I wish regular college courses were as good!”

- Sarun Thomas
(BCom Plus, 2008)

Course Details

Second Year

Plus Module: Computerized Financial Accounting

This module covers computerized accounting using the most popular accounting packages in the industry; Tally, Peachtree and Busy

Key Modules

Tally	Peachtree
✓ Introduction	✓ Company Creation
✓ Objectives	✓ User Creation
✓ Features at a Glance <ul style="list-style-type: none">▪ Accounting Feature▪ Financial Management Feature▪ Inventory Management Feature▪ Security Feature of Tally	✓ Default Information
✓ Accounting Fundamentals <ul style="list-style-type: none">▪ Methods of Accounting▪ Primary Book of Accounts	✓ Chart of Accounts
✓ Starting Tally <ul style="list-style-type: none">▪ Creation of Company▪ Tally Configuration	✓ Customers
✓ Account Voucher Creation <ul style="list-style-type: none">▪ Voucher Type Selection▪ Alteration of Vouchers	✓ Vendors
✓ Reports	✓ Inventory Items
✓ VAT computation	✓ General Journal Entry
	✓ Purchase Orders
	✓ Purchase/Receive Inventory
	✓ Payments
	✓ Quotes
	✓ Sales Orders
	✓ Sales/Invoicing
	✓ Receipts
	✓ Memorized Transactions
	✓ Global Options
	✓ Reports
	✓ Payroll
	Busy
	✓ Financial Accounting
	✓ Multi-location
	✓ Inventory Management
	✓ Sales and Purchase Order Processing
	✓ Outstanding Reports and Analysis
	✓ Reports

Note

Successful completion of the Basic Computer Skills (BCS) modules (First year) and Computerized Financial Accounting (CFA) modules entitles the student to a Diploma in Computerized Financial Accounting (DCFA).

“Thanks to the BCom Plus programme, I now have the confidence to address large audiences.”

- Lekshmi P. Nair
(BCom Plus, 2008)

BCom Plus 2008-09 Fee Structure

Year	Amount (in Rs.)	Programme
II nd	15,000	BCom Second year + BEC Training + Computerized Financial Accounting

Notes

1. Fees for the academic year are payable in full at the time of admission.
2. Paying under an instalment scheme will entail a further fee of Rs. 500. The instalment plan is as below:
 - a) Rs. 9000/- at the time of admission
 - b) A post dated cheque in favour of 'Tandem Integrated Services', dated 31st August 2008, for the balance of Rs. 6500/-
3. Fees once paid will not be refunded under any circumstances.
4. All applications must be submitted with two passport sized colour photographs.
5. **Please bring the previous year's hall ticket at the time of admission.**

Session Timings

BCom Plus

Monday-Friday

BCom : 10 AM to 1:30 PM

Plus Modules : 2 PM to 4 PM

BCom

Monday – Friday

BCom : 7 AM to 10 AM

Campus Guidelines for BCom Plus Students

In order to ensure discipline and the smooth conduct of classes, Tandem strictly enforces the following rules on campus.

1. Students are required to be on time and assemble in their classrooms before the class starts. Latecomers will face disciplinary action.
2. Students may not leave campus when a class is in progress without prior **written** permission.
3. Students are required to return from breaks in time for class. Failure to do so will result in students not being allowed outside the campus for breaks.
4. Cell phones are not allowed on campus. Cell phones used on campus will be confiscated. Confiscated phones will be returned only upon meeting the parent/guardian.
5. Students are required to submit a letter of absence for missed classes. Students who fail to do so will face disciplinary action.
6. Students are required to maintain decorum in class. Disrupting classroom proceedings will result in disciplinary action.
7. Violation of campus guidelines and any unacceptable behaviour will result in disciplinary action. Continued infringements may result in expulsion from the course.
8. There is a dress code for BCom Plus students. Printed T-shirts, ripped jeans, shorts and chappals are not permitted. Students are required to be well groomed at all times and dressed appropriately, in a manner befitting an educational institution.

Placement Assistance Programme

All BCom Plus students may register free of cost for Tandem's placement programme. Only registered students who meet the following criteria may participate in the placement process.

- a) Should have completed all Plus modules successfully.
- b) Should have a minimum of 80% attendance for BCom and Plus classes
- c) Should have an aggregate of at least 50% across all three years of the course.

Note

The placement programme only arranges interviews with companies. Registering for the placement programme does not guarantee a job.