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B.Com Honours

Semester 6

Calicut University

CO-OPERATIVE MANAGEMENT AND ADMINISTRATION

Course Code: COM6EJ3065 • Module SYLLABUS Notes

Official Course Syllabus

Course Code: COM6EJ3065

Course Title: CO-OPERATIVE MANAGEMENT AND
ADMINISTRATION

Course Type: Major
(Electives)

Academic Level: 300-399

Credits: 4 Credits

Course Summary: This course provides a comprehensive exploration of the principles, practices, and challenges associated with managing and administering cooperative organizations.

Module I: MANAGEMENT OF SOCIETIES

- **Unit 1:** General body-Representative general body-Election-Supersession
- **Unit 2:** Properties and funds of co-operatives-Disposal of net profit-Co-operative education fund
- **Unit 4:** Winding up and cancellation of registration-Execution-Appeals-Revision and Review

Module I: VCO-OPERATIVE AUDIT

- **Unit 11:** Features - Difference between co-operative audit and general audit, financial audit and administrative audit
- **Unit 3:** Auditor - Duties, rights and responsibilities
- **Unit 13:** Stages of audit work-Preparation of audit programs-

Module I: Computer systems

- **Unit 1:** Computer Systems and web sites: Computer Network-Types of networks, LAN, WAN, MAN, PAN, BAN, SAN & CAN.
- **Unit 5:** Business and web sites – introduction to web design – concepts – principles involved in developing a website - golden rules of web designing-page design-home page-web standards-Role of websites in a
- **Unit 10:** 0 business

Module I: VDigital Security

- **Unit 5:** SecuritythreatsinInternet&e-Commerce,Virus&Trojanhorses,Phishing, Hacking, Spyware-Security Measures, Antivirus, Firewall, Encryption
- **Unit 4:** Bio-metrics–Precautions while using Internet & e-payments – IT Act, Major Provisions of IT Act.

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