

DEPARTMENT OF CORPORATE SECRETARYSHIP

Programme: B.Com., Corporate Secretaryship

PO No.	Programme Outcomes Upon completion of the B.Com. Degree Programme, the graduate will be able to
PO-1	emerge with competency in the subject of Company Law with Secretarial practices and other related Laws
PO-2	apply knowledge to cater to the needs of Society / Employer / Institution /Own Business Enterprise
PO-3	imbibe analytical/critical/logical/innovative thinking skills in the field of securities market, online trading, accounting practices, income tax laws and information technology in corporate/industries
PO-4	acquire distinct traits and ethics with high professionalism to gain a broader insight into the domain concerned for nation building
PO-5	take responsibility and accountability in their future career

PSO No.	Programme Specific Outcomes Upon completion of these courses the student would
PSO-1	building competent understanding of the overall functioning of industries and corporates
PSO-2	familiarising the students with business terminology, procedures and concepts
PSO-3	improving the skills in corporate transcription
PSO-4	training the students in the area of administrative support in corporate management practices
PSO-5	empowering students for positions such as administrative assistant, share trading agent and company consultant

Course Title	PRINCIPLES OF ACCOUNTING	
CODE	20CCUC101	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the fundamental concepts of accounting and book keeping	K1 & K2
CO-2	Solve the errors in book keeping and identify the effect of BRS in an enterprise	K3
CO-3	Apply the interest rate calculation and due dates for the bills of exchange	K3
CO-4	Have a comprehensive knowledge in preparing the final accounts	K2
CO-5	Analyse the methods of recording transactions	K3

Course Title	BUSINESS MANAGEMENT	
CODE	18CCUC102	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the levels and functions of management	K1& K2
CO-2	Understand why planning, policies, procedures, methods and decision making are important	K2
CO-3	Understand the organization structure and apply them in business	K2 & K3
CO-4	Understand the importance of Communication and leadership skills and disseminate in an organisation	K2
CO-5	Analyse the control process and techniques in an organisation	K3

Course Title	BUSINESS ECONOMICS	
CODE	18CCUA101	
CO No.	Course Outcomes	Knowledge Level
CO-1	Remember the basic economic theories	K1& K2
CO-2	Understand the methods of forecasting and production functions	K2
CO-3	Understand the different market conditions	K2
CO-4	Apply comprehensive knowledge on cost analysis and pricing methods	K3
CO-5	Know the phases of business	K2

Course Title	FINANCIAL ACCOUNTING	
CODE	18CCUC203	
CO No.	Course Outcomes	Knowledge Level
CO-1	Calculate the prices according to prevailing market conditions	K1& K3
CO-2	Conceptually define consignment and Joint Venture	K1& K2
CO-3	Prepare departmental accounts	K3
CO-4	Apply the accounting rules in non-profit organisations	K3
CO-5	Connect knowledge and record business changes that are envisaged by the course syllabus	K3

Course Title	BUSINESS LAW	
CODE	18CCUC204	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the essentials and capacity to contract	K1& K2
CO-2	Enable them to acquire knowledge on significance of consent of the parties	K2
CO-3	Understand the execution and remedies for non execution of contracts	K2
CO-4	Impart knowledge on special contracts	K2
CO-5	Make them apply the essentials of contract in business and LLP	K3

Course Title	BUSINESS MATHEMATICS	
CODE	18CCUA202	
CO No.	Course Outcomes	Knowledge Level
CO-1	Apply the functions of mathematics in business	K3
CO-2	Remember the matrix and set functions	K1
CO-3	Understand the variables and constants	K2
CO-4	Acquire knowledge on derivations	K2
CO-5	Apply the basic functions of integrals	K3

Course Title	FUNDAMENTALS OF INFORMATION TECHNOLOGY	
CODE	18CCUA404/19CCUA202	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the classification of computers	K1& K2
CO-2	Understand why the various main memories are important	K2
CO-3	Impart knowledge on Input and Output devices	K2 & K3
CO-4	Understand the Operating system	K2
CO-5	Analyse the Internet Basics	K3

Course Title	FINANCIAL ACCOUNTING-II	
CODE	19CCUC305	
CO No.	Course Outcomes	Knowledge Level
CO-1	Calculate the prices according to prevailing market conditions	K3
CO-2	Prepare departmental accounts and solve problems in branch accounting	K2
CO-3	Understand the fundamental concepts of Partnership accounts and book keeping.	K1&K2
CO-4	Estimate partners share at the time of retirement	K2
CO-5	Apply accounting procedures in dissolution	K3

Course Title	INVESTMENT MANAGEMENT	
CODE	18CCUC306	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the levels and functions of Management	K1&K2
CO-2	Understand the theories of investment management and stock market	K2
CO-3	Acquire knowledge on methods of management of risk and returns	K3
CO-4	Impart knowledge on method of valuation of securities	K3
CO-5	Identify the performance evaluation and diversification of portfolios	K2

Course Title	COMPANY LAW AND SECRETARIAL PRACTICE – I	
CODE	18CCUC307	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the Characteristics and Classification of Companies.	K2 & K3
CO-2	Impart knowledge on the preparation of various documents of the company and Incorporation Procedures	K2 & K3
CO-3	Acquire knowledge on issue of prospectus and shares to the public	K2
CO-4	Have a comprehensive knowledge on type of shares, share capital and transfer procedures	K1
CO-5	Understand the borrowing powers of the Company.	K2

Course Title	PRACTICAL BANKING	
CODE	18CCUC308	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the basic concept of banking and evolution of banking industry	K1
CO-2	Impart knowledge on different types of accounts and customers	K2
CO-3	Have a comprehensive knowledge on cheques, crossing and endorsements	K1
CO-4	Enable them to use different types of cards safely	K2
CO-5	Have knowledge on factoring services and bills discounting methods	K2

Course Title	BUSINESS MATHEMATICS	
CODE	18CCUA202/19CCUA303	
CO No.	Course Outcomes	Knowledge Level
CO-1	Apply the functions of mathematics in business	K3
CO-2	Remember the matrix and set functions	K1
CO-3	Understand the variables and constants	K2
CO-4	Acquire knowledge on derivations	K2
CO-5	Apply the basic functions of integrals	K3

Course Title	CORPORATE ACCOUNTING-I	
CODE	18CCUC409	
CO No.	Course Outcomes	Knowledge Level
CO-1	Remember issue of shares, forfeiture, Re-issue and Redemption of preference shares.	K1& K2
CO-2	Conceptually define Debentures issue and Redemption	K1& K2
CO-3	Apply Final accounts, profit prior to incorporation.	K3
CO-4	Evaluate simple adjustments to Amalgamation and Absorption accounts.	K3
CO-5	Connect knowledge and record business changes that are envisaged by the course syllabus with preparation of Capital reduction.	K3

Course Title	COMPANY LAW AND SECRETARIAL PRACTICE II	
CODE	18CCUC410	
CO No.	Course Outcomes	Knowledge Level
CO-1	Remember the basic levels of company	K1& K2
CO-2	Identify the role of Directors, Kinds of Directors Application for DIN under Companies rules 2014	K2
CO-3	Understand the dividend, payment of dividend, dividend warrant.	K2
CO-4	Evaluate the Corporate Governance, objectives, Need, Role of Auditors in Corporate Governance.	K3
CO-5	Know the winding up procedures and Secretarial duties regarding winding up.	K2

Course Title	SECRETARIAL COMMUNICATION	
CODE	18CCUC411	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the importance of communication	K1& K2
CO-2	Understand why communication, letter writing is important in an Organizations.	K2
CO-3	Understand and apply the layout of business letters and application letters.	K2 & K3
CO-4	Evaluate the reply letters for the shareholders.	K2
CO-5	Creating the Drafting letters.	K3

Course Title	MS OFFICE AND TALLY	
CODE	18CCUCP01	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the fundamental concepts of MS Word, PowerPoint.	K1 & K2
CO-2	Prepare Mark list and Final Accounts by using Ms Excel.	K3
CO-3	Applying the importance of Power Point Presentation	K3
CO-4	Prepare a payroll for Employee Data Base by Using MS Access.	K2
CO-5	Understand the fundamental accounts in Tally.	K3

Course Title	BUSINESS STATISTICS	
CODE	18CCUA202/19CCUA404	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the basic concepts statistics and collection of data	K3
CO-2	Imparting knowledge on tabulation and presentation	K1
CO-3	Have a comprehensive knowledge on Central tendency	K3
CO-4	Acquire knowledge on correlation and regression analysis	K2
CO-5	Acquire knowledge on index numbers Mapping	K2

Course Title	COST ACCOUNTING	
CODE	18CCUC512	
CO No.	Course Outcomes	Knowledge Level
CO-1	Recall the elements of cost, costing accounting standards and cost audit	K1& K2
CO-2	Understand why the various forms and methods of pricing are important	K2
CO-3	Impart knowledge on methods of wage payment and treatment of overtime and Idle time	K2 & K3
CO-4	Understand the importance of Overheads	K2
CO-5	Analyse the methods of costing employed in contract and in processing industry	K3

Course Title	INDUSTRIAL LAW	
CODE	18CCUC513	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the basics of the provisions relating to Health, Safety, Welfare Statutes	K1
CO-2	Understand the Minimum Wages Act and Workmen's Compensation Act	K2
CO-3	Impart the knowledge of Payment of Wages Act and Computation of Available and Allocable Surplus and Eligibility for Bonus	K2, K3
CO-4	Analyse the Employees State Insurance Act 1948 and understand the Contract Labour (Regulation and Abolition Act), 1970	K2
CO-5	Identify the procedure for settlement of Industrial Disputes and Provision Relating to Strike and Lockout. Understand the Workmen's Compensation Act	K2

Course Title	CORPORATE ACCOUNTING II	
CODE	18CCUC514	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the corporate practice in valuing shares and goodwill and valuer	K1, K2
CO-2	Understand the accounting procedures related to Liquidation	K2
CO-3	Develop the skills in preparation of consolidated Balance Sheet of Holding company and Subsidiary company.	K2
CO-4	Acquaint with the legal formats and special items and adjustments pertaining to Banking companies.	K3
CO-5	Acquaint with the legal formats and special items and adjustments pertaining to Insurance companies.	K3

Course Title	TAXATION – I	
CODE	18CCUC515	
CO No.	Course Outcomes	Knowledge Level
CO-1	Understand the basic concepts of Income Tax Act and Residential Status of various persons	K1
CO-2	Imparting knowledge on determination of income under the head salaries and house property	K3
CO-3	Have a comprehensive knowledge on income under the head business /profession and capital gains	K3
CO-4	Acquire knowledge on computation of income under other sources and set off and carry forward of losses and deduction from total income	K3
CO-5	Acquire knowledge on Income Tax Authorities, Types of Assessments, Filling of returns and offence and penalties	K3
Course Title	CORPORATE FINANCE	
CODE	18CCU516	
CO No.	Course Outcomes	Knowledge Level
CO-1	Signify the scope of finance in business	K1& K2
CO-2	Highlight the essence of financial plan	K2
CO-3	Understand the capital structure theories and leverages	K2 & K3
CO-4	Identify the source of Institutional finance	K2
CO-5	Enumerate the source of working capital and its management	K3