

## **B.Com Model III Office Management and Secretarial Practice**

### **Programme Outcomes**

At the end of three year B.Com programme, the students will be able to :-

- PO 1- Build a strong foundation in accounting, management and business subjects
- PO 2- Seek variety of career options in accounting, management and business related fields
- PO 3- Equip with skills and knowledge to excel in their future careers
- PO 4- Develop critical thinking skills in students
- PO 5- Enter master programmes like M.Com, MBA and pursue professional programmes like C.A, CMA, C.S, etc.
- PO 6- Develop entrepreneurial skills

### **Programme Specific Outcomes**

At the end of three year B.Com programme with specialisation in Office Management and Secretarial Practice, the students will be able to:-

- PSO 1- Understand the application of secretarial practices in both theoretical and practical aspects.
- PSO 2- Determine the procedures and schedules to be followed on preparing financial statements of Companies
- PSO 3- Understand the basic concepts and functions of administration
- PSO 4- Develop proficiency in the management of an organisation
- PSO 5- Attain necessary skills for effective business communication
- PSO6 - Analyse the administrative and secretarial practices which constitutes effectiveness to the business
- PSO7 - Follow the ethics pertaining to business transactions

### **Course Outcomes**

After completing each course under three year B.Com programme with specialisation in Office Management and Secretarial Practice, the students will be able :-

#### **SEMESTER 1**

#### **Core Course -1: DIMENSIONS AND METHODOLOGY OF BUSINESS STUDIES**

- CO1 To understand business and its role in society
- CO2 To have an understanding of Business ethics and CSR
- CO3 To comprehend the business environment and various dimensions
- CO4 To familiarise Technology integration in business
- CO5 To introduce the importance and fundamentals of business research

### **Core Course -2: FINANCIAL ACCOUNTING– I**

- CO1 To equip the students with the skill of preparing accounts and financial statements of various types of business units other than corporate undertakings
- CO2 To introduce single entry system of accounts
- CO3 To enable students with the skills to prepare royalty accounts,
- CO4 To understand the system of preparing consignment accounts
- CO5 To familiar with the procedure involved in the farm accounts.

### **Core Course -3: CORPORATE REGULATIONS AND ADMINISTRATION**

- CO1 To understand the provisions of Company Act 2013.
- CO2 To familiarize on capital structure and the procedure of share allotment.
- CO3 To attain knowledge on rights and duties of shareholders, members and types of meetings in the companies.
- CO4 To familiar with rules and regulations relating to appointment of directors
- CO5 To acquire the knowledge on modes and procedure of winding up of companies

### **Complementary Course 1: BUSINESS COMMUNICATION AND MANAGEMENT INFORMATION SYSTEM**

- CO1 Apply business communication strategies and principles to exchange information.
- CO2 Learn to write business letters.
- CO3 Attain oral communication skill for effective oral presentation.
- CO4 Acquire skills to prepare reports.
- CO5 Enrich written communication skill for employability.

### **Complementary Course 2: BANKING AND INSURANCE**

- CO1 To familiarize the students with the basic concepts and practice of banking and the principles of Insurance

CO2 To provide the students an understanding about recent trends and innovations in the banking sector.

CO3 To provide basic awareness to students about the concept of risk and various types of insurance.

CO4 Gain knowledge on various kinds of life insurance plans

CO5 Familiarize the types of the general insurance in India

## **SEMESTER 2**

### **Core Course -4 FINANCIAL ACCOUNTING – II**

CO1 To gain knowledge on preparation of accounts in Hire purchase and Instalment system.

CO2 To acquire the skill to prepare different types of branch accounts.

CO3 To transform the accounting knowledge in preparing departmental accounting.

CO4 To familiar with the procedure involved in the dissolution of partnership firms.

CO5 To familiarize students with the application of important accounting standards.

### **Core Course -5 BUSINESS REGULATORY FRAMEWORK**

CO1 To understand the rules governing Indian Contract Act

CO2 To familiarize the rights and discharges of duties by parties in Indemnity, Guaranty, Bailment and Pledge

CO3 To acquire knowledge of rules governs setting up of agency and termination of agency

CO4 To understand the legal provisions of Sale of Goods Act.

CO5 To know the legal provisions of the laws relating to business.

### **Core Course -6: BUSINESS MANAGEMENT**

CO1 To acquire knowledge on principles of management

CO2 To understand the corporate strategic planning techniques

CO3 To acquire the knowledge on organization structure

CO4 To familiarize with the different types of leadership

CO5 To acquaint students with various the techniques of controlling and co-ordination management techniques like Quality Circle, TQM, BPR and Six Sigma

### **Complementary Course -3 –BUSINESS ENVIRONMENT**

CO1 To understand the elements of environment and its impact on business

- CO2 To familiar with economic environment of business
- CO3 To familiar with Government policies in business promotions
- CO4 To gain knowledge on economic role of government in India
- CO5 To appreciate the new technology policy and legal protection for natural environment and their impact on business

#### **Complementary Course -4 – PRINCIPLES OF BUSINESS DECISIONS**

- CO1 To help the students to understand Decision-making and application of economic theories in decision-making
- CO2 To acquaint students with concept of demand, demand theory demands forecasting
- CO3 To imparting idea about production function and analysis
- CO4 To enable the students to understand Cost analysis
- CO5 To make the students familiar with the pricing in different markets

### **SEMESTER 3**

#### **Core Course -7 CORPORATE ACCOUNTS – I**

- CO1 To make the students familiarise with the rules relating to issues of shares and debentures.
- CO2 To make the students familiarise with the rules relating to underwriting of shares
- CO3 To familiar with computation of the financial results of companies
- CO4 To familiar with preparation of Investments account
- CO5 To familiar with computation of Insurance claims

#### **Core Course -8 QUANTITATIVE TECHNIQUES FOR BUSINESS – I**

- CO1 To explain the features and methods of statistics
- CO2 To apply the appropriate sampling survey method and collect data
- CO3 To calculate an appropriate measure of central tendency
- CO4 To calculate an appropriate measure of dispersion
- CO5 To interpolate and extrapolate a value from a series and use it for forecasting

#### **Core Course -9 FINANCIAL MARKETS AND OPERATIONS**

- CO1 To introduce the operations of Indian financial system to the students

- CO2 To create awareness regarding the operations of primary market in India
- CO3 To understand the role of secondary market in the financial market operations
- CO4 To gain knowledge about the mutual funds, its operations, advantages and disadvantages
- CO5 To acquire knowledge about the various derivative instruments deal in the Indian financial market

### **Core Course 10: MARKETING MANAGEMENT**

- CO1 To understand the marketing concepts and marketing environment.
- CO2 To acquire knowledge on product planning and product life cycle.
- CO3 To gain knowledge on choice of distribution channels and pricing strategies.
- CO4 To understand the various methods of promotion.
- CO5 To understand the peculiarities of marketing, marketing of agricultural products and functions of commodity market.

### **Complementary Course 5: BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY**

- CO1 To recollect concepts on ethical management practices in the business and appreciate the value system of ancient times and its applicability to modern business situations
- CO2 To bring up value system in an organization based on ethics and provide knowledge about ethical decision making
- CO3 To know the role of ethics in corporate governance.
- CO4 To create knowledge about ethics and its application in functional areas of business
- CO5 To create knowledge about ethics and corporate social responsibility

### **Optional Core 1: INFORMATION TECHNOLOGY FOR BUSINESS**

- CO1 To provide knowledge about computer hardware and software
- CO2 To facilitate knowledge about application of IT in education, commerce, business and Industry
- CO3 To understand different types of
- CO4 To enable students to create webpages
- CO5 To provide information about internet and its advantages and disadvantages.

## **SEMESTER 4**

### **Core Course 11: CORPORATE ACCOUNTS – II**

- CO1 To compute the final accounts for a corporate group like banking companies
- CO2 To compute the final accounts for insurance companies
- CO3 To give a detailed idea about internal reorganization of companies
- CO4 To apply the knowledge gained in preparation of final accounts of amalgamated companies
- CO5 To study the procedure followed for the liquidation of companies

### **Core Course 12: QUANTITATIVE TECHNIQUES FOR BUSINESS- II**

- CO1 To provide exposure on calculation of measures of correlation
- CO2 To provide 1 exposure on calculation of Regression
- CO3 To acquaint students with the concept of index number
- CO4 To introduce the students about the concept of provability
- CO5 To acquire knowledge about time series analysis

### **Core Course -13 ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT**

- CO1 To understand the concept, functions and growth of entrepreneurship
- CO2 To familiarise with project identification and feasibility analysis
- CO3 To learn to design and appraise the project and factors influencing the plant location.
- CO4 To acquire the knowledge on formalities and documentation for registration
- CO5 To understand the government policies for the growth of SSIs

### **Complementary Course 6: LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

- CO1 To learn about the importance of logistics to business organizations, provide a brief overview of the set of activities that make up the logistics process
- CO2 To understand the nature of inventory and its role in the logistics management process , identify the goals and objectives of inventory management, and measure their process against these goals learn how to calculate safety stock, reorder points, and order quantities , understand the need for and how to maintain better inventory accuracy
- CO3 To define and describe Supply Chain Management, understand the relationship between Supply chain Management and Integrated Logistics

CO4 To examine why Supply Chain Management has become increasingly important in today's business environment

CO5 To be familiar with and able to use identification systems correctly in different processes and identify the technologies needed for the traceability of the materials in the logistics chain of the company

### **Optional Core 2: INFORMATION TECHNOLOGY FOR OFFICE**

CO1 To enable the students to master in Ms Word 2013

CO2 To enable the students to master in adobe page maker

CO3 To enable the students to master in Ms Excel 2013

CO4 To enable the students to master in advanced Ms Excel 2013

CO5 To enable the students to master in Ms Powerpoint 2013

## **SEMESTER 5**

### **Core Course 14 : COST ACCOUNTING- I**

CO1 To understand the concept of costing and related terms.

CO2 To familiarity with the estimation and controlling of material cost

CO3 To understand the estimation and controlling of labour cost

CO4 To familiarity with the estimation of overhead cost

CO5 To able to prepare cost sheet

### **Core Course 15: ENVIRONMENT MANAGEMENT AND HUMAN RIGHTS**

CO1 To give the students an understanding of natural resources and ecosystems

CO2 To create awareness among students about the importance of biodiversity and its conservation.

CO3 To create awareness among students about the consequences of pollution and possible solutions to avoid pollution

CO4 To familiarize students with human rights

CO5 To examine the application of Human rights in the field

### **Optional Core 3: OFFICE MANAGEMENT AND ADMINISTRATION**

CO1 To enables the students to have knowledge regarding the working of an office, the

role of manager, functions and roles played by him.

- CO2 To office Environment has an important bearing on the efficiency of employees. this section provides them knowledge regarding the factors which contributes to sound scheme of office environment, so that the workers can increase their efficiency.
- CO3 To preservation and maintenance of records and letters are essential for future reference and also the same can be provided to the authorities when asked for. Different methods by which files and indexes are to be maintained, its importance, role of mailing department in an office-an understanding regarding all theses will help students to have theoretical knowledge regarding the activities in an office and the duties of employees in an office.
- CO4 Systems are preplanned approach to the day today working to attain the aimed goal. After learning this module students will get an understanding regarding different systems through which works are carried out, different types of machines used in modern office.
- CO5 Advances in information technology are revolutionising the mode of operation of marketing and business system. Therefore it is necessary to be updated regarding the recent trends in office practices so that students can also plan their career.

### **Complementary Course 7: E COMMERCE**

- CO1 Recognizes the impact of Information and Communication Technologies, on the Internet in business Operations.
- CO2 Acquire knowledge in identifying the main business and marketplace models for electronic Communications and Trading
- CO3 Understanding Electronic Payment System and its environment.
- CO4 Make ethical decisions related to ecommerce based on laws, privacy, and security.
- CO5 Analyze the steps, tools, and security considerations needed create an E- commerce websites

## **SEMESTER 6**

### **Core Course 17: COST ACCOUNTING- II**

- CO1 To enable the students to understand about job costing, batch costing and contract costing.
- CO2 To understand the students the different operating methods to control and reduce cost of rendering services



CO3 To inform the students about the methods of costing and also used to ascertain the cost at each stage of manufacturing

CO4 To aware the students to analyse the behavior of cost in relation to changes in volume of Output

CO5 To understand the students about the different tools in the hands of management for effective utilization of resources.

### **Core Course 18: ADVERTISEMENT AND SALES MANAGEMENT**

CO1- By knowing about the various concepts related to advertisements, students will be able to identify misleading and false advertisements and will also get a general idea about framing advertisements.

CO2- The students will acquire copy writing skills and will also be equipped with the ability to choose a particular medium for advertisement.

CO3- The students will be able to decide an appropriate test for measuring the effectiveness of advertisement as they become aware of various tests for measuring the effectiveness of advertisements.

CO4- Enable the students to prepare sales promotion budget and the knowledge about various sales promotion strategies may benefit those students who dream of a career in salesmanship.

CO5- The students will be able to formulate their own strategies to manage sales force in their client organization.

### **Core Course 19 : MANAGEMENT ACCOUNTING**

CO1 To understand the basic concepts of management accounting

CO2 To understand the analysis of financial statements by using various methods

CO3 To enable the students to understand different ratios used for analyzing financial Statements

CO4 To helps the students to prepare fund flow statement for the business organization

CO5 To helps the students to prepare the cash flow statement required for the business

### **Optional Core-4: SECRETARIAL PRACTICE**

C01-The students will know about the qualifications required for a Company Secretary, identify the scope, role and functions of a CS in an organisation and apply them in the client organisation and also advise the board of directors on important matters.

C02-The students will have a theoretical knowledge about the procedure for filing documents related to share subscription and allotment.

C03- The students will know about the various statistical books, statutory books and annual reports prepared by an organisation and they will also acquire the ability to prepare annual reports.

C04-Students will be able to conduct meetings in an organisation and have working knowledge of preparation of agenda, minutes and resolutions.

C05-The students will acquire the ability to identify the legal implications regarding payment of dividend and interest in an organisation and advise the board on such matters.

### **Complementary Course 8: CONSUMER BEHAVIOUR**

CO1 To understanding the basics related with the consumer behaviour , students can enters into the field of business and excel there by having a good customer relationship.

CO2 To understanding the different motivational theories enables the students to influence and motivate the consumers in practical situations.

CO3 To provide the knowledge regarding various social classes and various cultures help the students to develop the marketing strategies and products that matches with consumer need.

CO4 To understanding various psychological theories the students will become able to manage various psychological needs of different types of consumers.

CO5 To inculcate knowledge regarding various consumer protection act help the students in very faster redressal of complaints.

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#### **INFORMATION SYSTEM**

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### **Complementary Course 5: BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY**

- CO1 To recollect concepts on ethical management practices in the business and appreciate the value system of ancient times and its applicability to modern business situations
- CO2 To bring up value system in an organization based on ethics and provide knowledge about  
ethical decision making
- CO3 To know the role of ethics in corporate governance.
- CO4 To create knowledge about ethics and its application in functional areas of business
- CO5 To create knowledge about ethics and corporate social responsibility

### **Optional Core 1: GOODS AND SERVICE TAX**

- CO1 To provide knowledge about goods service tax
- CO2 To create employability to the students in the commercial tax practices
- CO3 To understand the procedure for registration, payment and refund of GST
- CO4 To know tax related with movement of goods
- CO5 To understand the appeals, offences and penalties with respect to GST

## **SEMESTER 4**

### **Core Course 11: CORPORATE ACCOUNTS – II**

- CO1 To compute the final accounts for a corporate group like banking companies
- CO2 To compute the final accounts for insurance companies
- CO3 To give a detailed idea about internal reorganization of companies
- CO4 To apply the knowledge gained in preparation of final accounts of amalgamated companies
- CO5 To study the procedure followed for the liquidation of companies

### **Core Course 12: QUANTITATIVE TECHNIQUES FOR BUSINESS- II**

- CO1 To provide exposure on calculation of measures of correlation
- CO2 To provide 1 exposure on calculation of Regression
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- CO4 To introduce the students about the concept of provability
- CO5 To acquire knowledge about time series analysis

**Core Course -13 ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT**

- CO1 To understand the concept, functions and growth of entrepreneurship
- CO2 To familiarise with project identification and feasibility analysis
- CO3 To learn to design and appraise the project and factors influencing the plant location.
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- CO5 To understand the government policies for the growth of SSIs

**Complementary Course 6: LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

- CO1 To learn about the importance of logistics to business organizations, provide a brief overview of the set of activities that make up the logistics process
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- CO3 To define and describe Supply Chain Management, understand the relationship between Supply chain Management and Integrated Logistics
- CO4 To examine why Supply Chain Management has become increasingly important in today's business environment
- CO5 To be familiar with and able to use identification systems correctly in different processes and identify the technologies needed for the traceability of the materials in the logistics chain of the company

**Optional Core 2: FINANCIAL SERVICES**

- CO1 To create basic idea about financial services and merchant banking
- CO2 To facilitate the knowledge about venture capital and securitization
- CO3 To understand the concept of leasing and factoring
- CO4 To familiarity with the credit rating

CO5 To aware about the concept of mergers and acquisitions

## **SEMESTER 5**

### **Core Course 14 : COST ACCOUNTING- I**

CO1 To understand the concept of costing and related terms.

CO2 To familiarity with the estimation and controlling of material cost

CO3 To understand the estimation and controlling of labour cost

CO4 To familiarity with the estimation of overhead cost

CO5 To able to prepare cost sheet

### **Core Course 15: ENVIRONMENT MANAGEMENT AND HUMAN RIGHTS**

CO1 To give the students an understanding of natural resources and ecosystems

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CO3 To create awareness among students about the consequences of pollution and possible solutions to avoid pollution

CO4 To familiarize students with human rights

CO5 To examine the application of Human rights in the field

### **Optional Core 3: INCOME TAX I**

CO1 To collect the basic concepts and definitions of Income Tax Act 1961

CO2 To know the residential status of assessee and incomes exempted from tax

CO3 To familiar with the computation of income from salary

CO4 To familiar with the computation of income from house property

CO5 To familiar with the computation of income from business and profession

### **Complementary Course 7: E COMMERCE**

CO1 Recognizes the impact of Information and Communication Technologies, on the Internet in business Operations.

CO2 Acquire knowledge in identifying the main business and marketplace models for electronic Communications and Trading

CO3 Understanding Electronic Payment System and its environment.

CO4 Make ethical decisions related to ecommerce based on laws, privacy, and security.



CO5 Analyze the steps, tools, and security considerations needed create an E- commerce websites

## **SEMESTER 6**

### **Core Course 17: COST ACCOUNTING- II**

CO1 To enable the students to understand about job costing, batch costing and contract costing.

CO2 To understand the students the different operating methods to control and reduce cost of rendering services

CO3 To inform the students about the methods of costing and also used to ascertain the cost at each stage of manufacturing

CO4 To aware the students to analyse the behavior of cost in relation to changes in volume of Output

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### **Core Course 18: ADVERTISEMENT AND SALES MANAGEMENT**

CO1- By knowing about the various concepts related to advertisements, students will be able to identify misleading and false advertisements and will also get a general idea about framing advertisements.

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### **Core Course 19 : MANAGEMENT ACCOUNTING**

CO1 To understand the basic concepts of management accounting

CO2 To understand the analysis of financial statements by using various methods

CO3 To enable the students to understand different ratios used for analyzing financial Statements

CO4 To helps the students to prepare fund flow statement for the business organization

CO5 To helps the students to prepare the cash flow statement required for the business

**Optional Core-4: INCOME TAX II**

CO1 To familiar with the computation of capital gain

CO2 To familiar with the computation of income from other sources

CO3 To know about the aggregation of income and deduction u/s 80C to 80U

CO4 To know about the assessment of individuals

CO5 To aware about the income tax authorities and their powers and duties.

**Complementary Course 8: INCOME TAX ASSESSMENT AND PROCEDURE**

CO1 To Compute the total income and tax liability of firms and Association of Persons

CO 2 To carry out assessment of companies and determine their tax liability

CO 3 To make the assessment of co-operative societies and trusts.

CO 4 To Understanding about the assessment procedures, TDS and advance payment of tax and application in various situations

CO5 To learn tax planning concepts and apply the same