

NAZARETH COLLEGE OF ARTS AND SCIENCE
DEPARTMENT OF CORPORATE SECRETARYSHIP SHIFT - I
ACADEMIC YEAR 2022-2023
LEARNING OUTCOME

PROGRAM OUTCOME

PO1: Effective Communication: Communicate effectively on complex corporate activities in association with corporate community and with society at large.

PO2: Ethics: Apply ethical principles and commit to corporate ethics, responsibilities and norms of the corporate practices.

PO3: Environment: Manage personnel to meet changing organizational needs in a business environment. Evaluate the implications of changing environmental factors on organizational choices within a global environment.

PO4: Self Directed: Recognize the need for and have the preparation and ability to engage in independent and lifelong learning. Able to motivate and direct themselves to face the complex corporate challenges.

PROGRAMME SPECIFIC OUTCOME

PSO1: To prepare learners to face modern day challenges in the corporate world by providing practical exposure.

PSO2: To acquire an in – depth grounding in the fundamentals of Accounts, Commerce, Finance, Management, Law, Entrepreneurial Development and Income Tax.

PSO3: Develop skills to excel in job market.

COURSE OUTCOME – ODD SEMESTER

COURSE NAME	COURSE CODE	COURSE OUTCOME
SEMESTER I		
CORE-I: FINANCIAL ACCOUNTING	AY21A	CO1: Explain final accounts. CO2: Analyze rectification of errors in different stages of accounting cycle. CO3: Describe method of Calculation of depreciation. CO4: Enumerate Single entry system. CO5: Explain Computation of fire insurance claims. CO6: Assess Account current and average due date
CORE-II: BUSINESS COMMUNICATION	AY21B	CO1: Analysis of business letters CO2: Prepare Letter of enquiry, quotations, circular, letter of recommendation CO3: Discuss Company

		correspondence with shareholders, debenture holders and stakeholders CO4: Explain Report writing
ALLIED-I: INTERNATIONAL TRADE	AY31A	CO1 To be familiar with the main economic theories and models of international trade. CO2 Aware and understand the trade policies and its analysis. CO3 To apply the economic reasoning to issues of the day surrounding globalization. CO4 To understand the determinants of exchange rates and the application of balance of payments
SEMESTER III		
CORE-V: CORPORATE ACCOUNTING	AY23A	CO1: Explain accounting treatment for Issue of shares and debentures and Redemption of preference shares CO2: Prepare Company final accounts as per revised schedule VI CO3: Describe procedure for the Valuation of goodwill and shares CO4: Discuss Alteration of share capital
CORE-VI: COMPANY LAW & SECRETARIAL PRACTICE	AY23B	CO1: Explain Basic provisions of Companies Act 2013 CO2: Discuss Methods of raising funds through deposits and debentures CO3: Explain the procedure for convening different types of meeting CO4: Enumerate legal procedure for declaration and payment of dividend. CO5: Describe NCLT and corporate governance
ALLIED-III: BUSINESS STATISTICS	AY33A	CO1: Describe Meaning and characteristics of statistics CO2: Explain Presentation of data by using diagrammatic and graphical methods CO3: Analyse Measures of central tendency CO4: Analyse Measures of dispersion CO5: Analyse Measures of skewness

SEMESTER V		
CORE-IX: COST ACCOUNTING	AY25C	CO1: Explain Elements of cost and preparation of cost sheet and tenders. CO2: Describe the Procedure for preparation of Stores ledger CO3: Illustrate Calculation of wages CO4: Demonstrate Classification and apportionment of overheads CO5: Explain Unit costing, Job costing, Process costing, Operation and Operating costing.
ELECTIVE-I MARKETING	AY45A	CO1: Evaluate Role and importance of marketing CO2: Analyze Marketing environment and marketing segmentation. CO3: Evaluate Marketing mix. CO4: Analyze Consumer buying decision process CO5: Evaluate recent trends in marketing. CO6: Define basics of E-Marketing
CORE-X: CORPORATE GOVERNANCE &ETHICS	AY25B	1. To impart knowledge on governance which ensure ethics in corporate management. 2. To provide an understanding on legal enforcement for management of corporate health in the interest of shareholder & public.
CORE –XI BUSINESS LAW	AY25C	CO1: Explain Basic concepts of Indian Contract Act. CO2: Describe Structure and formation of contract CO3: Discuss Contract of Indemnity and Guarantee CO4: Enumerate Contract of agency CO5: Demonstrate Law of Sale of goods

<p>CORE-XII INCOME TAX LAW AND PRACTICE-I</p>	<p>AY25D</p>	<p>CO1: Explain Basic concepts of Income tax and Income Tax Act, 1961 CO2: Determine Residential status CO3: Describe Exempted income CO4: Explain Income tax provisions relating to computation of Income under the head salary, house property and Business or Profession. CO5: Discuss Procedure for assessment</p>
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COURSE OUTCOME – EVEN SEMESTER

COURSE NAME	COURSE CODE	COURSE OUTCOME
SEMESTER II		
<p>CORE-III: ADVANCED FINANCIAL ACCOUNTING</p>	<p>AY22A</p>	<p>CO1: Prepare Branch accounts and departmental accounts CO2: Illustrate Hire purchase and installment system CO3: Describe Partnership accounts including admission, retirement and death of a partner and dissolution of partnership</p>
<p>CORE-IV: CORPORATE MANAGEMENT</p>	<p>AY22B</p>	<p>CO1: Discuss the Nature and scope of Management process CO2: Describe Planning and decision-making process. CO3: Explain Organization and organization structure. CO4: Enumerate Theories of motivation and incentives. CO5: Describe Co-ordination and control process.</p>
<p>ALLIED-II: BUSINESS ECONOMICS</p>	<p>AY32A</p>	<p>. CO1 Understand the elements of business economics. CO2 Apprehend the law of demand , supply forecasting CO3 Enable the students understand the cost and profit theories CO4 Understand the production theory and its application CO5 To enhance the knowledge in various market structure</p>

SEMESTER IV		
Core VII ADVANCED CORPORATE ACCOUNTING	AY24A	CO1: Explain Amalgamation, CO2: Explain External and internal reconstruction of a company CO3: Prepare Liquidator's final statement of receipts and payments CO4: Describe the procedure for Valuation of Goodwill and shares
CORE-: VIII INDIRECT TAXATION	AY24B	CO1 State the information related to indirect taxation in business CO2 Gain in Knowledge on various tax system. CO3 Elaborate the concepts on central excise duty and customs duty CO4 provide the data related to CST and liability of taxes CO5 Inculcate the information related to VAT and service tax
ALIED-IV SECURITIES LAW & MARKET OPERATION	AY34A	CO1: Describe SEBI Act 1992 CO2: Explain Primary & Secondary Markets CO3: Discuss Mechanics of Stock Market. CO4: Explain Trading pattern in OTCEI and NSE. CO5: Enumerate Demat trading and Mutual funds.
SOFT SKILL ENVIRONMENTAL STUDIES	ENV4B	CO1: Discuss Scope and importance of EVS CO2: Create Public Awareness on environmental issues CO3: Explain Structure and functions of ecosystem CO4: Enumerate Renewable and non-renewable natural resources CO5: Describe Biodiversity, environmental pollution, environmental policies and practices. CO6: Explain Link between human communities and the environment
SEMESTER VI		

<p>CORE-XIII INDUSTRIAL LAW</p>	<p>AY26A</p>	<p>CO1: Explain Factories Act, 1948 (health, safety and welfare measures) CO2: Describe Industrial Disputes Act, 1947 (strikes, lock outs, layoff and retrenchment) CO3: Demonstrate The Workmen Compensation Act, 1923 (distribution of compensation, medical examination, notice and claim) CO4: Illustrate Employees State Insurance Act 1948 (ESI Corporation, contribution and recovery, penalties for false claims) CO5: Enumerate Employees Provident Fund and Miscellaneous Provisions Act, 1952 (Provident fund schemes, contribution and recovery, penalties and offences)</p>
<p>CORE-XIV MANAGEMENT ACCOUNTING</p>	<p>AY26B</p>	<p>CO1: Explain Management accounting concepts and techniques for business decisions. CO2: Discuss Analysis and interpretation of financial statements. CO3: Prepare fund flow and cash flow statement CO4: Explain Marginal costing CO5: Prepare Budget and budgetary control CO6: Discuss Ratio analysis</p>
<p>CORE-XV ENTREPRENEURIAL DEVELOPMENT</p>	<p>AY26C</p>	<p>CO1: The student will understand on the basic concepts of entrepreneurship and business opportunities CO2: To familiar with knowledge about business and project reports for starting a new venture on team based. CO3: To make the students to understand the concept of entrepreneurs and their work in life. CO4: To enable the students to know the effectiveness of the Manpower in entrepreneurial development.</p>
<p>CORE-XVI INCOME TAX LAW & PRACTICE-II</p>	<p>AY26D</p>	<p>CO1: Explain Income tax provisions relating to computation of Capital gain and Income from other sources. CO2: Apply Income tax provisions relating to Clubbing of income & set-off and carry forward of losses. CO3:</p>

		<p>Explain Deductions from Gross total income</p> <p>CO4: Illustrate Assessment of individuals and computation of tax liability</p>
<p>ELECTIVE PAPER-II- PROJECT INSTITUTIONAL TRAINING</p>	<p>AY461</p>	<p>CO1: To acquaint the students with Company's activities, organization structure</p> <p>CO2: Study of layout, working conditions, office maintenance, safety and sanitary conditions.</p> <p>CO3: Study of the Secretarial service, communication, equipments, postal and mailing services and equipments.</p> <p>CO4: Acquaintance with office machines and equipments and accounting, machines.</p> <p>CO5: Acquaintance with filing department, sales, purchases, sales accounts, salary, administration and personnel departments.</p>