

BON SECOURS COLLEGE FOR WOMEN

Nationally Accredited with 'A' Grade by NAAC UGC Recognized 2(f) and 12(B) Institution VILAR BYPASS, THANJAVUR - 613 006

PG AND RESEARCH DEPARTMENT OF COMMERCE

UG COURSE OUTCOME

GRADUATE ATTRIBUTES

- Acquire level of knowledge and disciplinary practices that would qualify the students to undertake further advanced study.
- Appropriate use of computer systems and software used in business and economics.
- Communicate advanced understanding of theoretical concepts in the student's score discipline.
- Qualify for employment in a wide range of occupations.
- Articulate a critical perspective on the development of the discipline in which they specialise and its contribution to the practices of that discipline

PROGRSMME OUTCOME FOR B.COM

PO1.Critical Thinking: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.

PO2.Effective Communication: Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.

PO₃.Social Interaction: Elicit views of others, mediate disagreements and help reach conclusions in group settings.

PO₄.Effective Citizenship: Demonstrate empathetic social concern and equity centred national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO₅.Ethics: Recognize different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.

PO6.Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.

PO7.Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes

PROGRSMME SPECIFIC OUTCOME FOR B.COM

PSO1: Create to prove proficiency with the ability to engage in competitive exams like CA, CS, ICWA and other courses.

PSO2: Develop career options for commerce students include accounting, auditing, finance, insurance and taxation, banking sectors.

PSO3: Apply knowledge to the Students can take the next step in entrepreneurship and follow innovative strategies to become successful.

PSO4: Develop a master's graduate in commerce helps the students to create awareness in application-oriented research for business decisions.

PSO₅: Acquire students can take up the employment in Mutual Fund companies, Investment and Banking companies, and Non-banking financial companies, Stock markets, Financial Advisors, Financial Institutions, Insurance sector and Teaching areas.

PSO6: Develop the computer literacy in relevant of business through latest version on tally and e-commerce principles.

COURSE OUTCOME FOR B.COM

COURSE: CORPORATE ACCOUNTING (16CCCCM9)

CO1: Name the company accounts and issue of share (KL1)

CO2: Classify the issue and redemption of debentures (KL2)

CO3: Develop the amalgamation and external and internal reconstruction of companies (KL3)

CO4: Analyse the accounts of holding company and its balance sheet (KL4)

CO5: Build final accounts of banking companies (KL3) Create accounts of insurance companies (KL6)

COURSE: AUDITING (16CCCCM10)

CO1: Name the audit and its classification (KL1)

CO2: Classifying the procedure for vouching (KL2)

CO3: Contrast the difference between the valuation and verification. (KL2)

CO4: Distinguish between share capital audit and share transfer audit (KL4)

CO5: Formulate the dividends (KL6)

Create an audit through on computerized accounting (KL6)

COURSE: COMPUTER APPLICATION TO BUSINESS (16CCCCM11)

CO1: Name the fundamental concepts of computers. (KL1)

CO2: Apply the tools such as Excel, Word and power (KL3)

CO3: Build the basics of tally. (KL3)

CO4: Model on inventory master, vouchers and basic reports in tally (KL₃)

CO5: Analyse final accounts in tally along with cash flow statements and inventory analysis reports (KL₄) Plan the tools for the preparation of analytical report (KL₆)

COURSE: MANAGEMENT ACCOUNTING (16MBECM12)

CO1: Define the financial perspective of accounting for costs. (KL1)

CO2: Compare the changes in the financial position between two balance sheets on inflow and outflow (KL₂)

CO₃: Assume appropriateness, effectiveness and efficiency to gauge performance. (KL₄)

CO4: Summarise the importance of marginal costing as a decision-making tool. (KL2)

CO5: Describe the Capital Budgeting process and its importance to the firm (KL6)
Discuss NPV and IRR in terms of conflicting rankings and the theoretical and practical strengths of each approach (KL4)

COURSE: ENTREPRENEURIAL DEVELOPMENT (16MBECM12)

CO1: Define the financial perspective of accounting for costs. (KL1)

CO2: Compare the changes in the financial position between two balance sheets on inflow and outflow (KL2)

CO₃: Assume appropriateness, effectiveness and efficiency to gauge performance. (KL₄)

CO4: Summarise the importance of marginal costing as a decision-making tool. (KL2)

CO5: Describe the Capital Budgeting process and its importance to the firm (KL6)
Discuss NPV and IRR in terms of conflicting rankings and the theoretical and practical strengths of each approach (KL4)

COURSE: FINANCIAL MANAGEMENT (16CCCCM13)

CO1: Name the cost of debt, cost of equity and the Cost of Capital. (KL1)

CO2: Classify the performance of an Organisation (KL2)

CO3: Provide the types leverage and Dividend policy (KL3)

CO₄: Analyse the working capital requirements. (KL₄)

CO5: Assess the overdue payment or non-payment. (KL₅) Design the purchase order according to the EOQ (KL₆)

COURSE: INCOME TAX LAW &PRACTICE (16CCCCM14)

CO1: Tell the income tax act. (KL1)

CO2: Compare the computation of taxable salary (KL2)

CO3: Use the gross annual value and net annual value. (KL2)

CO4: Discover the computation profits and gains of business or profession. (KL₃)

CO5: Defend the implication in computing tax liabilities of an individual. (KL4)
Assemble the ideas with direct taxes code. (KL6)

COURSE: HUMAN RESOURCE MANAGEMENT (16CCCCM16)

CO1: Label the organizational development strategies aimed at promoting organizational effectiveness. (KL1)

CO2: Extend internal and external relationships using influencing, communication and consultative skills (KL₂)

CO3: Respond on employee recruitment, selection, and retention plans and processes.(KL3)

CO4: Assume the new habits, refined skills and training that help him improve performance. (KL4)

CO5: Design performance management program. (KL6) Invent HR strategy and its performance. (KL6)

COURSE: INSURANCE MANAGEMENT (16MBECM5)

CO1: List the nature of insurance. (KL1)

CO2: Outline on dimensions of IRDA. (KL2)

CO₃: Develop the functions and working of insurance agents. (KL₃)

CO4: Analyze the life insurance and fire insurance. (KL₄)

CO5: Analyze the process of insurance claims (KL₄)

Formulate the provisions of fire and Marine Insurance (Kl6)

COURSE: PARTNERSHIP ACCOUNTS (16CCCCM5)

CO1: Summarise the various methods of capital accounts related to maintenance of accounts and able to made discussion on the Profit & Loss distribution and calculation of Interest on capital. (KL₂)

CO2: Assess the accounting procedures to be maintained while admitting a partner into partnership firm (KL6)

CO3: Explain the concept of retirement of partner & the procedure to be followed in death of a partner and settlement to legal heirs (KL₄)

CO4: Investigate the dissolution and the accounting procedure related to Dissolution of Partnership firms. (KL₄)

CO₅: Classify the concept of amalgamation and the situations led to the amalgamation. (KL₄) Calculate the value of Purchase consideration. (KL₃)

COURSE: BUSINESS LAW (16CCCCM6)

CO1: Define the concepts mercantile law and the procedures in offering the goods and services. (KL4)

CO2: Investigate the difference in Agreement & Contract. (KL₄)

CO3: Assess the benefits of Guarantee involved in a product or service. (KL5)

CO4: Identify the difference in warranty & Guarantee. (KL1)

CO5: Create the Negotiable instrument in signed document that promises a sum of payment to a specified person or assignee. (KL6)

Analysing the transaction of bills, cheques and promissory note. (KL₄)

COURSE: BUSINESS COMMUNICATION (16CACCM1C)

CO1: Distinguish among various levels of organizational communication and communication barriers while developing an understanding of Communication as a process in an organization. (KL₄)

CO2: Apply business communication strategies and principles to prepare effective Enquiry and Reply Letters (KL₃)

CO3: Develop error free writing skill and usage of correct Business Vocabulary & Grammar (KL3)

CO4: Create a resume and a cover letter and Discuss how to gain skills necessary for professional life (KL6)

CO5: Discuss the importance of networking, and identify strategies to increase Business Communication (KL₂)

Build their skill to deliver an effective oral business presentation (KL6)

COURSE: COST ACCOUNTING (16CCCCM7)

CO1: Explain various elements of cost and Construct a cost sheet and preparation of quotations for submission. (KL₂)

CO2: Apply cost accounting methods for both manufacturing and service industry.(KL3)

CO3: Compare the earnings of Workers under different methods.(KL₄)

CO4: Illustrate the concept of overhead cost..(KL2)

CO5: Analyse transactions and prepare accounting entries for job costing and process costing.(KL₄) Generate their skills in costing techniques for contract work.(KL₆)

COURSE: BUSINESS TOOLS FOR DECISION MAKING (16CCCCM8)

CO1: Classify the basic statistical concepts such as statistical collection, statistical series, tabular and graphical representation of data.(KL₄)

CO₂: Apply the various methods for calculating correlation coefficient. (KL₃)

CO3: Calculate measures of central tendency, dispersion and asymmetry, correlation and regression analysis. (KL₃)

CO4: Identify how statistical tools are applied for doing the analysis of time series. (KL1)

CO5: Independently calculate basic statistical parameters - mean, measures of dispersion, correlation coefficient, indexes (KL₃)

Assess the various methods for calculating price index number, tests in index number. (KL6)

COURSE: COMPANY LAW (16CACCM1D)

CO1: Discuss the importance of law and its provisions and Familiarise with the characteristics of the company and getting knowledge in the procedures of incorporation.(KL₂)

CO2: Access Articles of Association which specifies the procedures of a company.(KL6)

CO3: Classify Kinds of Shares differentiate Equity Share and Preference share.(KL2)

CO4: Explain the purpose of meeting and its effectiveness to take decision.(KL2) Identify Ordinary resolutions and Special resolution. (KL1)

CO5: Assess the principles in winding up of company. (KL6)

COURSE: PRINCIPLES OF ACCOUNTANCY (16CCCCM1)

CO1: Label clear knowledge about the accounting conventions and concepts.(kL1)

CO2: Discuss the errors in the Accounting books that has been made while recording the transaction at various levels i.e. journalizing the transaction, posting them into ledgers etc.(KL₂)

CO3: Compute the final account statements of Non-Profit organisation.(KL3)

CO4: Compute Journal and prepare ledger accounts for the business of consignment and Joint Venture.(KL₃)

CO₅: Classify the various methods involved in providing depreciation of Assets.(KL₄)

COURSE: MARKETING (16CCCCM2)

CO1: List the importance of marketing management (KL1)

CO2: Explain the concepts and stages involved in new product development. (KL2)

CO3: Explain how price plays important role in the process of marketing, primary factors to consider before price fixation etc.(KL₂)

CO4: Summarise the various sales promotion strategies a Manufacturer can adopt. (KL₄) Compute the turnover in personal and direct selling. (KL₂)

CO5: Investigate the importance of market communications and the effectiveness of sales strategy.(KL₄)

Analyse the various IMC tools support the process of sales.(KL6)

COURSE: BUSINESS ACCOUNTING (16CCCCM3)

CO1: Acquire conceptual knowledge on Branch accounting & Department accounts.(KL1)

Identify events that need to be recorded in the branch & department accounting records(KL1)

To develop the skill of recording financial transactions and preparation of reports in accordance with Branch accounting & Department accounts.(KL1

Describe the role of accounting information and its limitations of accounts (KL2)

Know about the maintenance of accounts relating to branch accounts.(KL2)

CO2: Understand about the hire purchase system.

Understand about instalment system. (KL2)

Equip with the knowledge of accounting process and preparation of Hire purchases accounts & Instalment purchase system. (KL2)

Identify and analyse the reasons for the difference between Hire purchases accounts & Instalment purchase system.(KL1)

Determine the useful life and value of the Instilment purchase system.(KL₄)

Recognize circumstances providing for increased exposure to purchasing power.(KL₄)

Understand the calculation of profit involved in sending goods at invoice price(KL6)

CO3: Evaluate the process of royalties with minimum rent, short workings and sub lease.(KL6)

Understand about the self-balancing system and sectional balancing system and its various adjustment accounts.(KL6)

Evaluate the preparation of self-balancing ledgers.(KL₄)

Record the basic journal entries Royalty account.(KL₄)

Identify and analyze the reasons for the difference between self-balancing and Sectional balancing ledgers.(KL₄)

CO4: Know about the loss of stock and loss of profit under insurance claims.(KL4)

Acquisition of knowledge on preparation of Accounting for sales or return.(KL4)

CO5: Prepare financial statements for partnership firm and Insolvency of the firm.(KL6)

Employ critical thinking skills to understand the Insolvency accounts. (KL6)

Evaluate the preparation of statement of affairs.(KL6)

COURSE: BANKING THEORY LAW & PRACTICE (16CCCCM4)

CO1: Recognize knowledge on relationship between banker and customer, which further helps to understand the role of a bank. (KL1)

CO2: summarize of various operations of bank accounts. (KL2)

CO3: Utilize of knowledge on types of customer.(KL3)

CO4: Categorise of knowledge on right, responsibilities and duties of paying and collecting banker. (KL4)

CO5: Interpret the various types of cheques K5)

Justify about different forms of crossing and their significance. (K5)

COURSE: BUSINESS ECONOMICS (16CACCM1B)

CO1: Label the concepts and how it relates to other disciplines.(KL1)

CO2: Classify knowledge on changes of attitude based on changes in price.(KL2)

CO3: Use the different views of Land, Labour, Capital and Organising (KL3)

CO4: Analyse knowledge to think from the side of the entrepreneur while supplying the goods and services. (K4)

Examine the different market situation such as characteristics of perfect, monopoly, duopoly oligopoly and monopolistic $markets(K_4)$

CO5: Appraise the National Income, inequalities of income and Fiscal policy method. (KL5) Justifying public finance and analysing economic development of a country (KL5)

PG COURSE OUTCOME

GRADUATE ATTRIBUTES:

- Acquire level of knowledge and disciplinary practices that would qualify the students to undertake further advanced study.
- Appropriate use of computer systems and software used in business and economics.
- Communicate advanced understanding of theoretical concepts in the student's score discipline.
- Qualify for employment in a wide range of occupations.
- Articulate a critical perspective on the development of the discipline in which they specialise and its contribution to the practices of that discipline

PROGRAMME OUTCOME FOR M.COM

- PO1: Applying a thorough grounding in the fundamentals of Commerce and Managerial skills for building competence in a particular area of business.
- PO2: Understanding the basics accounting principles and the latest application accounting-oriented method.
- PO₃: Demonstrating advanced theoretical knowledge and research capabilities in the preparation of academic and research focused careers.
- PO4: Evaluating the number of specializations and practical exposures which would equip the student to face the modern-day challenges in commerce and business.
- PO₅: Evaluating a number of specializations and practical exposures which would equip the student to face the modern-day challenges in commerce and business.
- PO6: Creating the learners to do higher education and advance research in the field of Commerce and finance.

PROGRAMME SPECIFIC OUTCOME FOR M.COM

- **PSO1:** Create to prove proficiency with the ability to engage in competitive exams like CA,CS, ICWA and other courses.
- **PSO2:** Develop career options for commerce students includes accounting, auditing, finance, insurance and taxation, banking sectors.
- PSO₃: Apply knowledge to the Students can take the next step in entrepreneurship and follow innovative strategies to become successful.
- **PSO4:** Develop a master's graduate in commerce helps the students to create awareness in application-oriented research for business decisions.
- **PSO₅:** Acquire students can take up the employment in Mutual Fund companies, Investment and Banking companies, and Non-banking financial companies, Stock markets, Financial Advisors, Financial Institutions, Insurance sector and Teaching areas.
- **PSO6:** Develop the computer literacy in relevant of business through latest version on tally and e-commerce principles.

COURSE OUTCOME

COURSE: TOTAL QUALITY MANAGEMENT (P16MC31)

CO1: Explain the concept of managerial economic and demand analysis.(KL6)

CO2: Justify the various activities of quality assurance, quality planning and quality control and apply quality appraisal.(KL5)

CO3: Evaluate Sampling Inspection and interpret ABC analysis (KL5)

CO4: Generate the key aspects of the quality management system(KL6)

CO5: Build the selection of ISO Model and implementation of ISO 9000. (KL6) Improve the Environmental Management System (KL6)

COURSE: ADVANCED CORPORATE ACCOUNTING (P16MC32)

CO1: Evaluate the valuation of Goodwill and shares and assess the inflation accounting. (KL5)

CO2: Improve the amalgamation by merger and amalgamation by purchase (KL6)

CO3: Generate the general procedure of Holding and banking company. (KL6)

CO4: Elaborate the role and importance of insurance company (KL6)

CO5: Improve the basics of Human resource accounting.(KL6)

Formulate the Accounting Standard (KL6)

COURSE: RESEARCH METHODOLOGY (P16MC33)

CO1: Assess the basic concept of research design like Quantitative & Qualitative Research etc., (KL5)

CO2: Formulate the hypothesis statement (KL6)

CO3: Justify the methods of Data collection, scaling techniques and sampling and its techniques.(KL5)

CO4: Interpret the result for tables & chart. (KL₅)

CO₅: Design research report. (KL6)

Plan footnotes in research and bibliography (KL6)

COURSE: STRATEGIC MANAGEMENT (P16MC34)

CO1: Appraise the strategic management and its models.(KL₅)

CO2: Determine the SWOT analysis.(KL6)

CO3: Builds confidence in development of policies and strategic alliances(KL6)

CO4: Criticize the total quality management.(KL₅)

CO₅: Assemble the strategic control manager.(KL6)

Improve the ability to strategic surveillance special alert control.(KL6)

COURSE: EXPORT MARKETING (P16MCE3A)

CO1: Estimate the export marketing and the problems faced by exporters.(KL₅)

CO2: Combine the quality control system and production to sales in international trade (KL6)

CO3: Assess the global business environment in terms of economic, social and legal aspects (KL6)

CO4: Determine the EXIM policy and Export Houses in International trade (KL6)

CO5: Generate the concept in international business with functioning of global trade (KL6)

Compose the different agencies involved in EXIM process and their role in the international trade (KL6)

COURSE: INVESTMENT MANAGEMENT (P16MC41)

CO1: Design and prepare informative, organized, and accurate e-commerce related presentations of text, audio and graphical information taking into account technical and aesthetic considerations.(KL6) Formulate the basic components of a network. (KL6)

CO2: Interpret the characteristics of different financial assets such as money market, instrument bonds and stock.(KL₅)

CO3: Determine the fixed income securities stock and the use of different derivative (KL₅)

CO4: Assess the benefits of diversification of portfolio of assets and the significance played by the market portfolio. (KL₅)

CO₅: Design the Indian investment companies (KL6)

Generate the highlight of UTI - SEBI - and RBI (KL6)

Compose the different agencies involved in EXIM process and their role in the international trade (KL6)

COURSE: ADVANCED COST& MANAGEMENT (P16MC42)

CO1: Interpret the Cost Accounting and methods of maintaining stock levels in the Store. (KL5)

CO2: Estimate the labour cost, methods of computing the labour remuneration and concepts of Overhead etc. (KL₅)

CO3: Estimate the normal loss, abnormal loss & gain. (KL5)

CO4: Aware the Management Accounting and analysing the financial statements through various types of Ratios. (KL₅)

CO5: Estimate the method of Budget technique, and determine the cost, production Units, price, losses for future production of Materials (KL₅)

Design the variances of Labour Components and the variances of Fixed & fluctuating Overhead components (KL6)

COURSE: E-COMMERCE(P16MCE4A3)

CO1: Assess the effects of disintermediation and E-commerce on business models and strategy. (KL5)

CO2: Determine the e-commerce web sites for quality, reliability and effectiveness (KL6)

CO3: Elaborate the types and implementing of management information systems.(KL6)

CO4: Predict the modern computing infrastructures from the perspective of the internet and organisations. (KL6)

CO5: Design and prepare informative, organized, and accurate e-commerce related presentations of text, audio and graphical information taking into account technical and aesthetic considerations.(KL6) Formulate the basic components of a network. (KL6)

COURSE: PROJECT MANAGEMENT (P16MCE5A)

CO1: Defend the project characteristics and various stages of a project.(KL5)

CO2: Determine the conceptual clarity about project management and feasibility analyses.(KL6)

CO₃: Assess the market appraisal and the financial appraisal.(KL₅)

CO4: Design the skill in project designing and it's budgetary.(KL6)

CO5: Build the project contracting and its types. (KL6)

Plan the PERT, CPM techniques. (KL6)

COURSE: MANAGERIAL ECONOMICS (P16MC11)

CO1: Explain the concept of managerial economic and demand analysis.(KL2)

CO2: Discriminate production function and Supply analysis.(KL6)

Describe the cost concept and economics of scale (KL₄)

CO₃: Analyse the pricing and competition in different marketing structure (KL₄)

CO4: Summarise the profit Planning and forecasting theories (KL₂)

CO₅: Asses the financial position of business and national income (KL6)

COURSE: SERVICES MARKETING (P16MC12)

CO1: Analyse the growth of service marketing (KL₄)

CO2: Explain the concept of Service Marketing (KL 4)

Summarise the Process and technological requirement for the implementation of quality Standards (KL2)

CO₃: Create Strategic to develop new product (KL₅)

CO4: Asses the Marketing Services of Bank, Insurance and transport sector (KL6)

CO₅: Asses the service performance of tourism Education and Health services (KL6)

COURSE: CORPORATE LAWS (P16MC13)

CO1: Analyse the company act related to administration and other related areas of company (KL₄)

CO2: Describe industries administration involving registration and licensing (KL₄)

CO₃: Analyse the foreign exchange Provisions and regulation (KL₄)

CO4: Recognise consumer protection Act and redressel process (KL₄)

CO₅: Investigation the various consequences of water pollution (KL₄)

Asses the level of adherence to standard by companies (KL6)

COURSE: INCOME TAX LAW & PRACTICE (P16MC14)

CO1: Calculate the residential status and capital to revenue expenditure (KL₄)

CO2: Assess the salary of individual and income from house property (KL6)

CO3: Compute profit and gain, capital gain income from the sources (KL₃)

CO4: Assess the deduction from gross total income (KL6)

CO5: Explain the assessment of individual &Hindu Undivided family (KL6)

COURSE: RETAIL MANAGEMENT (P16MCE1B)

CO1: Explain the concept of retailing (KL₂)

Different the traditional and non-traditional retail format(KL₄)

CO2: Evaluate the emerging trends retailing (KL6)

CO3: Classify types of retailers, types of retail locations and retail growth strategies (KL₄)

CO4: Compare and contract service retailing and product retailing (KL4)

CO5: Evaluate the shoppers perception, towards retail shopping (KL6)

COURSE: ADVANCED FINANCIAL MANAGEMENT (P16MC21)

CO1: Explain the concept of financial Management and dividend decision (KL2)

CO2: Calculate time value of money risk and return and securities (KL3)

CO3: Estimate the compensation for contribution of capital (KL₄)

Assess the return on investment through leverage (KL6)

CO4: Appraise the strength of the company through capital structure (KL6)

CO₅: Evaluate the short term financial position of an organization (KL6)

COURSE: QUANTITATIVE TECHNIQUES FOR BUSINESS DECISION (P16MC22)

CO1: Discuss the problem solving and decision making process through QT (KL2)

Estimate correlation regression and time series for future decision making (KL6)

CO2: Solve probability problem through additional &multiplication theorem (KL₃)

CO3: Determine the statistical significance through T test, Chi square and ANOVA (KL6)

CO4: Formulate linear programming problem and to find optimal solution by graphical simplex method (KL₅)

CO₅: Estimate the sequence of value through interpolation and extrapolation (KL6)

COURSE: HUMAN RECOURSE MANAGEMENT (P16MC23)

CO1: Explain the concept of HRM and personnel management (KL2)

Analysis the recent trends in HRM practice (KL₄)

CO2: Illustrate the importance of manpower planning, recruitment, selection, and induction.(KL3)

CO3: Evaluate the methods of training and management development programs (KL6)

CO4: Determine the performance appraisal techniques and quality of work life (KL6)

CO₅: Analysis the grievance handling system and collection bargaining (KL₄)

COURSE: FUNDAMENTALS OF INFORMATION TECHNOLOGY (P16MC24T)

CO1: Describe the basic concept and terminology of computers (KL₂)

Develop an idea of software, programming language and operating system.(KL₅)

CO2: Describe the basic concept and terminology of computers

Develop an idea of software, programming language and operating system.(KL₄)

CO3: Enumerate vouchers system and payment of vouchers (KL2)

CO4: Creation of company and preparation of final accounts (KL₅)

CO5: Creation of vouchers (KL5)

COURSE: ADVANCED MANAGERIAL COMMUNICATION (P16MCE2B)

CO1: Advanced Managerial Communication (KL₄)

CO2: Analyse the essentials of effective communication (KL₄)

CO3: Determine the different non-verbal communication and the step for better listening (KL6)

CO4: Develop written skills with emphasis on business correspondence (KL₃)

CO₅: Demonstrate group and team interaction (KL₂)

Develop the art of internal communication (KL₃)