



DEPARTMENT OF CORPORATE SECRETARYSHIP

Course Outcome

Department: Corporate Secretaryship

Year: I Semester: I

Subject Name: Financial Accounting

Subject Code: CYA1C

- CO1** Recognize and understand ethical issues related to the accounting profession.
- CO2** Prepare financial statements in accordance with Generally Accepted Accounting Principles.
- CO3** Apply appropriate judgment derived from knowledge of accounting theory, to financial analysis and decision making

Department: Corporate Secretaryship

Year: I Semester: I

Subject Name: Company Law and Secretarial Practice –I

Subject Code: CYA1B

- CO1 To learn the procedures involved in formation and registration of a company.
- CO2 To understand the secretarial duties associated with promotion and issue of shares.
- CO3 To have a better understanding on the qualifications required to be a Company Secretary.

Department: Corporate Secretaryship

Year: I Semester: I

Subject Name: Marketing

Subject Code: CYB1B

- CO1 To gain knowledge on various functions of marketing
- CO2 To understand the importance of segmenting the market for strategy formulation
- CO3 To understand the importance of analysing the consumer behaviour and its effect on marketing
- CO4 To understand the importance of MIS and e-marketing

Department: Corporate Secretaryship

Year: I Semester: I

Subject Name: Introduction to Financial Markets

Subject Code: BYN1D

- CO1 To know about Indian financial system.
- CO2 To learn the growth of Indian money market.
- CO3 To learn about the players and instruments in money market
- CO4 To understand about the importance of capital market.

Department: Corporate Secretaryship

Year: I Semester: II

Subject Name: Advanced Financial Accounting

Subject Code: CYA2A

- CO1 Allocation and appropriation of expenses
- CO2 Journal and ledger in the books of Hire purchase and hire vendor
- CO3 Accounting procedure for dissolution using various methods
- CO4 Valuation of goodwill

Department: Corporate Secretaryship

Year: I Semester: II

Subject Name: Human Resource Management

Subject Code: : CYA2B

- CO1** Effectiveness of recruiting methods and validity of selection process
- CO2** Methods of performance appraisal
- CO3** Identify the on the job and off the job training methods
- CO4** Techniques for employee motivation
- CO5** Benefits of HR audit

Department: Corporate Secretaryship

Year: I Semester: II

Subject Name: Business Communication

Subject Code: CYB2B

- CO1** To make the students to understand the various types of Business letters and other letters relate to business transactions.
- CO2** Communicating effectively across cultures and to a range of different business audiences (managers, clients, customers, colleagues).
- CO3** Demonstrating advanced interpersonal communication, business etiquette and relationship building skills.

Department: Corporate Secretaryship

Year: I Semester: II

Subject Name: Basic Principles of Management

Subject Code: BYN1D

- CO1** Demonstrate an understanding of effective management principles as outlined in selected text learning objectives.
- CO2** Apply effective management strategies, principles and techniques.
- CO3** Demonstrate the ability to communicate effectively.

Department: Corporate Secretaryship

Year: II Semester: III

Subject Name: Corporate Accounting -I

Subject Code: CYA3A

- CO1** A comprehensive understanding of the advanced issues in accounting for assets, liabilities and owner's equity.
- CO2** An understanding of the accounting requirements for a corporate group and familiarity with the theory underlying the methods used to account for inter-company investments.
- CO3** A better understanding on the schedules in preparing final accounts and the methods of internal reconstruction.

Department: Corporate Secretaryship

Year: II Semester: III

Subject Name: Company Law And Secretarial Practice-II

Subject Code: CYA3B

- CO1** To understand the composition of the Board, their powers, qualification and disqualification, their modes of appointment.
- CO2** To have a comprehensive understanding on the books of accounts of maintained by a company, modes of appointment of an auditor, qualification and disqualification , powers and rights of the auditor.
- CO3** Different kinds of meeting and the essential requirements for each kind of meeting.

Department: Corporate Secretaryship

Year: II Semester: IV

Subject Name: Corporate Accounting - II

Subject Code: CYA4A

- CO1** To provide working knowledge of accounting principles and procedures for companies in accordance with the statutory requirements.
- CO2** To acquaint the students with cost and management accounting techniques and practices

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Year: II Semester: IV

Subject Name: Business Management

Subject Code: CYA4B

CO1 Role of a Manager and skills and Levels of management

CO2 Levels of management

CO3 Steps for effective planning and obstacles in planning

CO4 Techniques of coordination

CO5 Guidelines for effective control

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Year: II Semester: IV

Subject Name: Environmental Studies

Subject Code: ENV4A

CO1 To understand the scope of EVS and its importance

CO2 To understand need for Public Awareness on environmental issues

CO3 To learn various Forest Resources-Water Resources-Mineral Resource-Energy Resources-Land Resources

CO4 To learn about Biotic & Abiotic

CO5 To understand various Man Animal Conflicts, Causes and Remedies

CO6 To learn what is Nuclear Hazard and Radioactive pollution

CO7 To understand Global Warming and Ozone Depletion, Greenhouse Effect

Department: Corporate Secretaryship

Year: III Semester: V

Subject Name: Management Accounting

Subject Code: CYA5A

CO1 Encourage the acquisition of knowledge and skills relating to the application of **management accounting** concepts and techniques for business decisions.

CO2 An understanding on the preparation of fund flow, cash flow statement and various ratios to evaluate the performance of the company.

CO3 To have a conceptual understanding on the control techniques used by the management such as cash budgeting.

Department: Corporate Secretaryship

Year: III Semester: V

Subject Name: Security Law and Market Operation

Subject Code: CYA5B

- CO1** To understand the concept of SEBI
- CO2** To understand about the difference between Primary & Secondary Markets
- CO3** To gain knowledge on Mechanics of Stock Market .
- CO4** To gain knowledge on Procedure of Listing.
- CO5** To understand about Need and Importance BSE Sensex, NSE, NIFTY and other Index Numbers.
- CO6** To understand about the procedure of Demat Trading

Department: Corporate Secretaryship

Year: III Semester: V

Subject Name: Income Tax

Subject Code: CYA5C

- CO1** Employ a broad understanding of tax law
- CO2** Apply principles of tax law to calculate the Income under the head salary, house property and Business or Profession.
- CO3** To have a clear understanding on the different types of assessment procedures and the types of returns filed by the assessee.

Department: Corporate Secretaryship

Year: III Semester: V

Subject Name: Commercial Law

Subject Code: CYA5D

- CO1** Demonstrate understanding of the basic concepts of Indian Contract Act.
- CO2** Demonstrate understanding of the nature of tort law, including business and civil torts.
- CO3** Demonstrates understanding of the basic concepts sale of Goods act.

Department: Corporate Secretaryship

Year: III Semester: V

Subject Name: Entrepreneurial Development

Subject Code: CYE5A

- CO1** Knowledge on how to assess business opportunities and an in-depth understanding of what typically characterize successes and failures.
- CO2** Have the ability to discern distinct entrepreneurial traits
- CO3** Know the parameters to assess opportunities and constraints for new business ideas and device a business plan.

Department: Corporate Secretaryship

Year: III Semester: V

Subject Name: Value Education

Subject Code:VAE5Q

- CO1** To have a brief knowledge about self-esteem, ego, anger manifestation, Indian ethos in ethics and individuals personality in the eyes of others
- CO2** It helps to gain knowledge about leadership, ethical business decisions, basic principles of professional ethics and mass media ethics.
- CO3** To have a brief knowledge about the effects of advertising, value of faith, social awareness and commitment and the steps for the protection of environment
- CO4** To gain a brief knowledge about the impact of globalization and consumer awareness, signs for an everlasting peace, evolution of human rights and the international law in operation

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Year: III Semester: VI

Subject Name: Cost Accounting

Subject Code: CYE6A

- CO1** To accommodate the students in small industries to deal with the various aspects of cost accounting
- CO2** To help the students in ascertaining cost of goods/services accurately and control of cost, which result in reduction of prices.
- CO3** To have a conceptual understanding on the control techniques used by the management such as cash budgeting.

Department: Corporate Secretaryship

Year: III Semester: VI

Subject Name: Industrial Law

Subject Code: CYE6B

- CO1** To make the students understand the provisions relating to Factories Act, Workmen's compensation Act, Minimum wages Act, etc.
- CO2** Provide students with knowledge of labour laws, especially the nature and scope of labor law, the rationale of labor laws in organizations.
- CO3** To examine the theoretical aspects, problems and issues in arbitration and bargaining and models of bargaining and arbitration.

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Year: III Semester: VI

Subject Name: Income Tax Law And Practice – II

Subject Code: CYE6C

- CO1** To understand the types of taxes, meaning of taxes, know the components of income tax law.
- CO2** To understand the various concepts like assessment year, previous year, income, person, assessee, capital and revenue receipts etc.
- CO3** To know how to compute the tax liability of a person and the applicable tax rates.
- CO4** To make the students understand the rules relating to computation of gross total income and deductions u/s 80 c to 80 u and calculation of tax liability.

Department: Corporate Secretaryship

Year: III Semester: VI

Subject Name: Indirect Tax

Subject Code: CYA6D

- CO1 Types of tax system in India
- CO2 VAT and implementation of CENVAT
- CO3 Types of customs duty
- CO4 Imports and exports
- CO5 Importance of Customs sales tax and Tamil Nadu sales rules
- CO6 Payment of services tax

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Year: III Semester: VI

Subject Name: Institutional Training

Subject Code: CYA6Q

- CO1 To collect quantitative data, statistical data or human social situations
- CO2 To evaluate programs, services or performance of individuals
- CO3 To know the social functions, events or meetings between people
- CO4 To know responsibility for varied duties and job function
- CO5 To sort information into categories and statistical data, facts or information
- CO6 Demonstrate new systems, forms, plans, processes and/or duties and responsibilities
- CO7 Certain tasks or information and arrange it in an interpretable form y
- CO8 To extracting information form libraries, archives, brochures or sales manuals, etc