

Programme Name : B.COM CORPORATE SECRETARYSHIP		Programme Code: AY1
Course Code & Course Name	Course Outcomes At the end of this course the students will be able to	Cognitive Level
Cognite Level - Remember - (R), Understand - (U), Apply - (P), Analyse - (A), Evaluate - (E), Create - (C)		
I Year - I Semester		
LA11A - Tamil I	CO1: இக்கால இலக்கிய வகைகளையும் இலக்கிய வரலாற்றையும் தெரிந்து கொள்வர்.	U
	CO2: இக்கால இலக்கியங்களைத் துயக்கும் முறைகளையும், உணர்த்தும் கருத்துகளையும் அறிந்து கொள்வர்.	U
	CO3: மொழியைத் திறம்படப் பயன்படுத்தும் ஆற்றலைப் பெறுவர்.	U
CLK1S - French I	CO1: Define the overview of the rich French civilisation.	R
	CO2: Infer the phrase to write the informal letters.	U
	CO3: Make use of the rules of grammar in the phrases.	P
CLE1E - Hindi I	CO1: Infer the values from the stories and relate them to real life experiences.	U
	CO2: Construct official and business correspondence using functional Hindi.	P
CLG1E - Sanskrit I	CO1: Explain the greatness of epics in Sanskrit literature.	U
	CO2: Outline the Sanskrit grammar- Lakaras, Indeclinables and Shabdas.	U
	CO3: Explain the literary merit of Raghuvamsa of Kalidasa.	U
LZ11A - Communicative English I	CO1: Demonstrate the basics of LSRW in real life applications	U
	CO2: Classify American and British vocabulary	U
	CO3: Demonstrate the usage of grammar in written and oral form	U
AY21A - Financial Accounting	CO1 : Analyse and prepare financial statement of different types of organization.	A
	CO2 : Aware of the various amendments in financial reporting.	U
	CO3 : Explain the different methods of depreciation and calculate the insurance claim for loss of stock.	U
	CO4 : Explain the reasons for discrepancy between pass book and cash book and prepare the bank reconciliation statement.	U
	CO5 : Show the profitability of Hire purchase transactions in case of partial and complete repossession.	U
AY21B - Business Communication	CO1: understand the concept of communication and familiarise with modern form of communication.	U
	CO2 : Identify and infer the meaning, types and barriers to communication.	U

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AY21B - Business Communication	CO3: Interpret and prepare the different kinds of business letters.	U
	CO4: Relate to report writing, meetings, agenda, minutes and circulars.	U
AY31A - International Trade	CO1 : Infer B.O.P and the theories of international trade.	U
	CO2: Summarize international financial institutions and WTO.	U
NLT1C - Basic Tamil I	CO1: தமிழ் எழுத்துக்களின் வகைகளை எழுதவும் படிக்கவும் அறிந்து கொள்வர்.	U
	CO2: சொற்களின் வகைகளை அறிந்து கொள்வர்.	U
	CO3: வாக்கிய அமைப்பு முறை மற்றும் பிழையின்றி எழுதத் தெரிந்து கொள்வர்.	U
	CO4: தமிழ் எண்கள், உறவுப் பெயர்கள், வாழ் இடங்கள் மற்றும் பொருள்கள் பற்றித் தெரிந்து கொள்வர்.	U
	CO5: தமிழகத்தின் இயற்கை, விழாக்கள் மற்றும் உணவு முறைகளை அறிந்து கொள்வர்.	U
TLT1C - Advanced Tamil I	CO1: இக்கால இலக்கியங்கள் உணர்த்தும் கருத்துகள், துயக்கும் முறைகளை அறிந்து கொள்வர்.	U
	CO2: இக்கால இலக்கிய வகைகள் மற்றும் வரலாற்றை தெரிந்து கொள்வர்.	U
	CO3: மொழியைத் திறம்படப் பயன்படுத்தும் ஆற்றலைப் பெறுவர்.	U
CC5AC - Basics of Health Care Management	CO1: Understand the importance of self health care management.	U
	CO2: Explain on the significance of family and communal health.	U
	CO3: Awareness to overcome health problems.	
	CO4: Explain the techniques on disaster management.	U
PZ1CA - Professional English for Commerce	CO1: Demonstrate their listening skill.	U
	CO2: Illustrate the use of language skills for speaking with confidence in an intelligible and acceptable manner.	U
	CO3: Illustrate their reading skill while reading independently unfamiliar texts with comprehension.	U
	CO4: Illustrate their writing skill while writing simple sentences without committing error of spelling or grammar.	U
I Year - II Semester		
LA12A - Tamil II	CO1: சங்க இலக்கியம், அற இலக்கியங்களின் அமைப்பு மற்றும் இலக்கிய வரலாற்றையும் தெரிந்து கொள்வர்.	U

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LA12A - Tamil II	CO2: சங்க இலக்கியம், அற இலக்கியங்களின் சிறப்பியல்புகள், உணர்த்தும் விழுமியங்களை அறிந்து கொள்வர்.	U
	CO3: மொழியைத் திறம்படப் பயன்படுத்தும் ஆற்றலைப் பெறுவர்.	U
CLK2T - French II	CO1: Explain the different parts of speech.	U
	CO2: Recall the short texts.	R
	CO3: Outline the culture and tradition.	U
CLE2G - Hindi II	CO1: Understand and explain the one act plays and make students get a good opportunity to get acquainted with the situation of the society which helps in making the girl students self-reliant.	U
	CO2: Summarize the author's experience in the story.	U
	CO3: Infer the phrase and transalte the passages.	U
CLG2G - Sanskrit II	CO1: Explain the merits of Gadya kavyas in Sanskrit literature.	U
	CO2: Explain grammar-Lakaras, Pratyayas and Shabdas.	U
	CO3: Summarize the moral derived from the stories.	U
LZ12A - Communicative English II	CO1: Demonstrate the learnt LSRW skills to communicate their ideas	U
	CO2: Find the correct vocabulary to use in the given context	R
	CO3: Demonstrate the right usage of grammar	U
AY22A - Advanced Financial Accounting	CO1: Understand the preparation of financial statements for business units other than corporate undertaking and their utility.	U
	CO2: Explain accounting procedure to prepare branch accounts under various methods and compute the profit earned by dependent and independent branches.	U
	CO3: Summarise integrated departmental profit and loss account by computing the profits earned by departments after allocation of common expenses to various departments.	U
	CO4: Show a new balance sheet of a partnership firm after reconstitution.	U
	CO5: Explain dissolution of partnership and prepare the final settlement to partners through application of Garner Vs Murray rule.	U
AY22B - Corporate Management	CO1: Explain the basic concepts and significance of management in corporate world.	U
	CO2: Explain & summarise the functions of management.	U

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AY32A - Business Economics	CO1: Outline the various concepts in business economics and the practical knowledge of consumer behavior.	U
	CO2: Classify different market structure and pricing.	U
PZ1CB - Professional English for Commerce	CO1: Illustrate interview skills with boldness and confidence.	U
	CO2: Show adaptability in the workplace context, having become efficient listeners and readers.	U
	CO3: Demonstrate their skills to apply to the Research & Development organisations/sections in companies and offices with winning proposals.	U
CC5AH - Fundamentals of Disaster Management	CO1: Overcome the disaster problems.	U
	CO2: Summarise the principles of mitigation programmes and outline the policies and legislation of Disaster Management.	U
NLT2D- Basic Tamil II	CO1: நீதி இலக்கியங்கள் உணர்த்தும் அறங்களை அறிந்து கொள்வர்.	U
	CO2: நீதி கதைகள் உணர்த்தும் அறங்களைத் தெரிந்து கொள்வர்.	U
	CO3: தமிழ் இலக்கியம், தமிழக வரலாறு மற்றும் அலுவலகப் பெயர்கள் பற்றித் தெரிந்து கொள்வர்.	U
	CO4: பழமொழிகள் உணர்த்தும் விழுமியங்களை அறிந்து கொள்வர்.	U
TLT2D - Advanced Tamil II	CO1: கட்டுரைகளின் வழி சமுதாயச் சூழல்களை, மாறுபாடுகளை அறிந்து கொள்வர்.	U
	CO2: சங்க இலக்கியங்கள், பக்தி, காப்பிய இலக்கியங்கள் உணர்த்தும் விழுமியங்களை அறிந்து கொள்வர்.	U
	CO3: சங்க இலக்கியம், பக்தி, காப்பிய இலக்கியம், கட்டுரை இலக்கிய வரலாறுகளைத் தெரிந்து கொள்வர்.	U
	CO4: மொழியைத் திறம்படப் பயன்படுத்தும் ஆற்றலைப் பெறுவர்.	U
II Year - III Semester		
LA13A - Tamil III	CO1: பக்தி இலக்கியம் (சைவம், வைணவம், சித்தர், கிறித்தவம், இஸ்லாம்), சிற்றிலக்கியங்களின் பின்னணி, இலக்கிய	U
	CO2: பக்தி இலக்கியம் (சைவம், வைணவம், சித்தர், கிறித்தவம், இஸ்லாம்), சிற்றிலக்கியங்களின் பொருண்மைகள்,	U
	CO3: மொழியைத் திறம்படப் பயன்படுத்தும் முறைகளைக் கற்றுக் கொள்வர்.	U
CLE3H - Hindi III	CO1: Explain the moral of the poetry in tamil and contrast with the hindi literature.	U
	CO2: Outline the experiences of the poets and their societies.	U
	CO3: Explain the thought, ideology, expressional and artistic skills of writers.	U

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CLG3H - Sanskrit III	CO1: Summarize the origin, development and characteristics of dramas in Sanskrit literature.	U
	CO2: Explain the lang lakaras of selected roots.	U
	CO3: Explain the text of Madhyamavyayoga of Bhasa and its merits.	U
CLK3V - French III	CO1: Outline the overview of the short literary texts.	U
	CO2: Explain the literary text .	U
	CO3: Make use of the rules of grammar in the texts.	U
LZ13A- Language through Literature I	CO1: Extend their vocabulary and use them appropriately to communicate in contexts	U
	CO2: Infer the commonly occurring errors to avoid committing them in language use	U
	CO3: Rephrase words and sentences by changing their forms and use them appropriately	U
	CO4: Demonstrate improvement in their pronunciation	U
	CO5: Demonstrate different kinds of writing – essays, emails, blogs, letters etc. - prepare resumes to face interviews	U
	CO6: Extend short stories into plays, skit and role plays by making a dramatic script of the scenes.	U
	CO7: Show their ability to develop a webpage for themselves and others	U
	CO8: Explain their awareness of contemporary issues and themes that are socially relevant by reading texts of different literary genres	U
AY23A - Corporate Accounting	CO1: Understand the accounting procedures of corporate undertaking and their financial statement preparations.	U
	CO2: Interpret issue and forfeiture of shares, redemption of preference shares.	U
	CO3: Infer issue and redemption of debentures, underwriting and profit prior to incorporation.	U
	CO4: Outline valuation of shares and goodwill.	U
	CO5: Explain Insurance accounts and profit determination of life insurance.	U
AY23B - Company Law & Secretarial Practice	CO1: Explain practical and procedural aspects of a company formation and windingup and compliance requirements	U
	CO2: Classify the various Statutory Provisions to be complied for conducting Meetings.	U
AY33A-Business Statistics	CO1: Enable the students to understand the statistics and its Applications.	U
	CO2: Summarize the meaning & definition of statistics, concept of collection, tabulation and presentation of statistical data.	U

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AY33A-Business Statistics	CO3: Illustrate the concept of measures of central tendency and measures of variation.	U
	CO4: Relate variables by finding the coefficient of correlation and regression.	U
	CO5: Compare the cause of variation in data using time series and Index numbers.	U
TSSEB - Essentials of Language and Communication Skills	CO1: Interpret the process and concepts pertaining to listening, speaking and reading.	U
	CO2: Demonstrate their writing skills to fulfill the requirements for employment.	U
	CO3: Demonstrate their ability to use Business correspondences and its types.	U
II Year - IV Semester		
LA14A - Tamil IV	CO1: காப்பியம், சிற்றிலக்கியம், இசுலாமியம் மற்றும் கிறித்துவ இலக்கியங்களின் அமைப்பு, இலக்கிய வரலாறுகளைத் தெரிந்து	U
	CO2: காப்பியம், சிற்றிலக்கியம் ஆகியவற்றின் செல்நெறிகளை அறிந்து கொள்வர்.	U
	CO3: படைப்பாற்றலை வளர்த்துக் கொள்வர். கலைச்சொல்லாக்கம் செய்யக் கற்றுக் கொள்வர்.	U
CLE4J - Hindi IV	CO1: Summarize the poetic skills of poets and their poems.	U
	CO2: Explain the modern hindi literature and its current advances.	U
	CO3: Outline the human, social, ethical and literary values	U
CLG4J - Sanskrit IV	CO1: Explain the greatness of the two main epics and devotional lyrics in literature	U
	CO2: Translate of passages from Ramayana, Mahabharata and Didactic works.	U
	CO3: Explain the figures of speech in literature and to identify such usages.	U
CLK4W - French IV	CO1: Outline the overview of the short literary texts.	U
	CO2: Explain the literary text .	U
	CO3: Make use of the rules of grammar in the texts.	U
LZ14A- Language through Literature II	CO1: Show the ability to gather ideas and information to collaborate and write with clarity and ease	U
	CO2: Demonstrate different kinds of writing	U
	CO3: Show the ability to construct itineraries, checklists and write about social events, festivals, sports, nature and environment	U
	CO4: Infer details from various information to write opinions, reviews and appraisals	U
	CO5: Demonstrate basic skills of translation	U

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LZ14A- Language through Literature II	CO6: Show understanding of topics/characters/ideas by writing an acrostic poem	U
	CO7: Explain the unity and diversity in Indian cultures	U
	CO8: Outline stories based on text and picture-based hints	U
	CO9: Rephrase and extend the plot of a story	U
	CO10: Illustrate their sensibility to the social and economic divisions that prevail and its consequences	U
	CO11: Demonstrate their skills of creativity and critical thinking that will help them form opinions, make decisions and seek solutions	U
AY24A - Advanced Corporate Accounting	CO1: Understand the procedures of corporate restructuring and to prepare the various accounting statements.	U
	CO2: Classify the accounts of holding and subsidiary company.	U
	CO3: Summarize and prepare the schedules of banking companies.	U
AY34A - Securities Law and market Operations	CO1: Explain various concepts of trading in securities and its implications in financial markets,	U
	CO2: Explain the credit rating agencies in India.	U
AY24B - Indirect Taxation	CO1: Understand the concepts of Indirect taxation, types and Assessment procedures.	U
	CO2: Outline the legal framework of GST audit and custom duty.	U
ENV4B - Environmental Studies	CO1: Explain the concepts of ecosystem and biodiversity	U
	CO2: Explain the environmental problems, policies and practices.	U
TSSE1 - Computing Skills	CO1: Understand the fundamentals of Operating systems & Networking.	U
	CO2: Understand the basic features in Ms Word, Ms Excel & Ms Power Point.	U
III Year - V Semester		
AY25A - Cost Accounting	CO1: Understand the basic elements of costing.	U
	CO2: Classify and assess Material cost, labour cost and overhead to ensure effective utilization of Materials and labour.	U
	CO3: Explain the various methods of costing to estimate the actual cost/costs for the future periods for similar jobs.	U
AY25B - Corporate Governance & Ethics	CO1: Explain the concept of governance which ensure ethics in corporate management.	U
	CO2: Demonstrate on legal enforcement for management of corporate health in the interest of shareholder & public.	U

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AY25C - Business Laws	CO1:Understand Basic Provisions of Law, Contract and legal remedies in Law.	U
	CO2:Explain the legal provisions relating to Sale of Goods Act.	U
	CO3:Outline the contemporary issues in Business Law.	U
AY25D - Income Tax Law & Practice I	CO1: Understand the concepts of Income tax, Types of filing and computation of tax from various head.	U
	CO2: Interpret various provisions of Income Tax Act.	U
AY45A - Marketing	CO1:Understand the basic concepts of Marketing, Market Segmentation, Marketing Mix and Recent trends in Marketing.	U
	CO2:Describe a distribution channel and promotional strategy for a business.	U
VAE5Q - Value Education	CO1: Understand the basic conceptof values in life.	U
	CO2: Acquire the values oriented to education in life.	U
III Year - VI Semester		
AY26A - Industrial Laws	CO1:Summarize the various processes and procedures of handling Employee Relations.	U
	CO2:Classify the various legal Acts passed to protect the health, safety & welfare of the employees.	U
AY26B - Management Accounting	CO1: Understand the primary purpose of management accounting namely financial statement analysis and budgetary control.	U
	CO2: Explain budget for planning and controlling purpose and interpret the managerial decisions through application of marginal costing techniques.	U
	CO3: Interpret Fund flow and cash flow statements.	U
AY26D - Income Tax Law & Practice II	CO1: Understand the procedure for computing taxable income from different heads, clubbing of income, Setoff and carry forward of losses and Deductions applicable to an individual.	U
	CO2: Outline the relevance and significance of Income Tax authorities and assessment procedure.	U
AY26C - Entrepreneurial Development	CO1: Understand on the basic concepts of entrepreneurship and business opportunities to familiars with knowledge about business and project reports for starting a new ventures on team based.	U
AY46A - Institutional Training	CO1: Bridge the gap between theory & practice and stimulate trainee's desire to face the challenges and problems in a corporate environment.	U
	CO2: Get an overview of the practical aspects of company secretaryship.	U