

FACULTY OF VOCATIONAL STUDIES

POs, PSOs and COs

of

Bachelor of Vocation

(Management & Secretarial Practices)

Semester: I-VI

(Under Credit Based Continuous Evaluation Grading System)

Session: 2020-21



The Heritage Institution

**KANYA MAHA VIDYALAYA
JALANDHAR
(Autonomous)**

BACHELOR OF VOCATION PROGRAMME

PROGRAMME OUTCOMES: Students opting for Bachelor of Vocation Programmes on course completion/exit points will be able to:

PO1: get better job opportunities and can make informed choices due to enhanced employability and skill-set owing to Industrial exposure through internships/ training in the specific work area of choice.

PO2: understand, develop and observe work practices and ethics required to sustain and grow professionally in the industry concerned.

PO3: communicate messages effectively within a team as well as to business clients/customers through written communication such as email, letters, reports, memos etc and verbal communication like a telephonic conversation or PowerPoint presentation to a group.

PO4: adapt to the work environment and are able to work on time-bound assignments/projects individually or within a team, for a company or as a freelancer.

PO5: apply knowledge acquired during the course to update w.r.t changing Industrial requirements and stay relevant to the job-at-hand.

PROGRAMME SPECIFIC OUTCOMES

On successful completion of Bachelor of Vocation Programme (Management and Secretarial Practices), students will be able to:

PSO1: understand the application of ethics and professional responsibility.

PSO2: define practical applications of project management to formulate strategies allowing organizations to achieve strategic goals.

PSO3: evaluate current marketing trends based on consumer, legal and competitive environments.

PSO4: develop understanding about customer relationship management concepts and framework and how these are applied to form relationships with customers and other internal and external stakeholders.

PSO5: explain fundamental database concepts and apply these concepts to the design and development of relational databases.

PSO6: understand the basic components of computer applications like MS-Word, MS-Power Point, MS- Excel, MS-Access.

PSO7: interpret the changes in the digital world and be able to upgrade accordingly.

PSO8: develop written and verbal competencies to describe and analyze visual art and graphic design through writing, conceptual development, research and study of theories.

PSO9: identify the value and relative importance of data management to the success of a research project.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21

BASIC PUNJABI
(In lieu of Compulsory Punjabi)
Course Code-BVML-1031

Course outcomes

CO1:w[ZYbh gzikph gVQkT[D dk wB'oE ftfdnkoEhnK B{z gzikph GkPk B{z f;ykT[D dh gqfefonk ftu gk e/ fJe j'o GkPk f;ZyD dK w"ek gqdkB eoBk j?.

CO2:fJ; ftu ftfdnkoEh B{z pkohephBh Bkb GkPk dk nfXn?B eotkfJnk ikt/rk.

CO3:ftfdnkoEhnK B{z gzikph Ppd ouBk s'A ikD{ eotkfJnk ikt/rk.

CO4:w[ZYbh gzikph gVQkT[D dk wB'oE ftfdnkoEhnK B{z fBZs tos'A dh gzikph Ppdktbh pko/ dZ;Dk j?.

CO5:w[ZYbh gzikph gVQkT[D dk wB'oE ftfdnkoEhnK dk Ppd x/ok ftPkb eoBk j?.

CO6:ftfdnkoEhnK B{z gzikph ftu j|s/ d/ ;Zs fdBK d/ BK, pkoQK wjhfbnK d/ BK, oZ[sK d/ BK, fJe s'A ;" sZe frDsh PpdK ftu f;ykT[Dk j?.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21

Punjabi (Compulsory)
Course Code- BVML-1421

COURSE OUTCOMES

CO1: nksw nBksw' g[[[;se d/ eftsk Gkr Bz{ gVQkT[D dk wB'oE
ftfdnkoEhnK nzdo eftsk gqsh fdbu;gh, ;{M Bz{ g?dk eoBk j? sK fe
T[j nkX[fBe d"o ftu uZb ojhnK ekft XkoktK ns/ ethnK pko/ frnkB
jkf;b eo ;eD. fJ; dk j'o wB'oE eftsk dh ftnkfynk, ftPb/PD s/
w[bzeD dh gqfefonk s'A ikD{ eokT[Dk th j? sK fe T[j ;wekbh ;wki
dhnK ;wZf;nktK Bz{ ;wM ;eD ns/ nkb'uBkswe fdqPNh pDk ;eD.

CO2:frnkB wkbk(ftfrnkBe s/ ;wki ftfrnkBe b/yK dk ;zrqfj)g[[[;se
B{z f;b/p; ftu PkfwB eo e/ ftfdnkoEhnK nzdo gVQD dh o[uh Bz{ g?dk
eoBk j? ns/ w[ZbtkB frnkB d/Dk j?.

CO3:g?oQk ouBk ns/ g?oQk gVQ e/ gqPBK d/ T[so d/D dk wB'oE
ftfdnkoEhnK dh p[ZXh B{z shyD eofdnK T[BK dh fbyD gqfsGk B{z
T[ikro eoBk j?.

CO4:X[Bh ftT[As gVQD Bkb ftfdn koEh X[BhnK dh T[ukoB gqDkbh s'A
tke| j'Dr/.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21

Punjab History and Culture (From Earliest Times to C. 320)
Course Code-BVML-1431

COURSE OUTCOMES:

After completing Semester I and course on Punjab History and Culture students of History will be able to identify and have a complete grasp on the sources & writings of Ancient Indian History of Punjab.

CO 1: Identify and describe the emergence of earliest civilizations in: Indus Valley Civilization and Aryan Societies.

CO 2: Identify and analyses the Buddhist, Jain and Hindu faith in the Punjab

CO 3: Analyses the emergence of Early Aryans and Later Vedic Period, their Society, Culture, Polity and Economy

CO 4: To make students understand the concepts of two faiths Jainism and Buddhism, its principles and their application and relevance in present times

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21

COMMUNICATION SKILLS IN ENGLISH-I
Course Code: BVML-1102

Course Outcomes

At the end of this course, the students will develop the following Skills:

CO 1: Reading skills that will facilitate them to become an efficient reader

CO 2: The ability to realise not only language productivity but also the pleasure of being able to articulate well

CO 3: The power to analyse, interpret and infer the ideas in the text

CO 4: The ability to have a comprehensive understanding of the ideas in the text and enhance their critical thinking

CO 5: Writing skills of students which will make them proficient enough to express ideas in clear and grammatically correct English

CO 6: Ability to plan, organise and present ideas coherently on a given topic

CO 7: The skill to use an appropriate style and format in writing letters (formal and informal)

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21

Course Code: BVML-1123
COMPUTER FUNDAMENTALS

Course Outcomes:

After successful completion of this course, students will able to:

CO1: understand the meaning and basic components of a computer system

CO2: define and distinguish Hardware and Software components of computer system

CO3: explain and identify different computing machines during the evolution of computer system

CO4: gain knowledge about five generations of computer system

CO5: explain the functions of a computer

CO6: identify and discuss the functional units of a computer system

CO7: identify the various input and output units and explain their purposes

CO8: understand the role of CPU and its components

CO9: understand the concept and need of primary and secondary memory.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21

Course Code: BVML-1324
WORK MANAGEMENT, WORKPLACE, HEALTH AND SAFETY

Course outcomes:

After successful completion of this course, students will able to:

CO1: understand the role of safety in the business community.

CO2: demonstrate knowledge of safety, record keeping and management, and the role of the manager at work place

CO3: demonstrate an understanding of workplace injury prevention, risk management and incident investigations.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21
Course Code: BVML-1325
CUSTOMER RELATIONSHIP MANAGEMENT

Course Outcomes:

After successful completion of this course, students will able to:

CO1: demonstrate knowledge of basic functions of business required to provide customer service within the global market place.

CO2: demonstrate knowledge of service marketing and management that ensures the development of successful customer service outcomes in today's competitive environment.

CO3: apply critical thinking skills to be able to recommend appropriate outcomes in business situations.

CO4: employ effective communications skills, both written and verbal

CO5: recognize and apply appropriate ethical, social and diversity standards within the business environment.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21
Course Code:BVML-1326
OFFICEMANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: support management in office administration.

CO2: prepare business documents.

CO3: manage records.

CO4: demonstrate business communication skills.

CO5: utilize appropriate office technology.

CO6: execute the duties of an office administrator.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-I)
Session 2020-21
Course Code: BVMM-1127
MS Office-I

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: create a new document, open, save and print a document.
- CO2: edit and format text, change the page layout, background and borders.
- CO3: insert headers and footers, insert and edit tables.
- CO4: insert clip art and pictures to documents.
- CO5: perform mail merge.
- CO6: share and review shared document files.
- CO7: identify the names and functions of the PowerPoint interface.
- CO8: create, edit, save, and print presentations.
- CO9: format presentations, add graphics to a presentation.
- CO10: create and manipulate simple slide shows with outlines and notes.

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Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21

BASIC PUNJABI
(In lieu of Compulsory Punjabi)
Course code-BVML-2031

Course outcomes

CO1: w[ZYbh gzikph gVQkT[D dk wB'oE ftfdnkoEhnK B{z gzikph GkPk B{z f;ykT[D dh gqfefonk ftu gk e/ fJe j'o GkPk f;ZyD d/ w"e/ gqdkB eoBk j?.fJ; ftu ftfdnkoEh B{z pkohephBh Bkb GkPk dk nfXn?B eotkfJnk ikt/rk.

CO2: ftfdnkoEhnK B{z gzikph Ppd ouBk s'A ikD{ eotkfJnk ikt/rk.

CO3: Ppd Pq/DhnK Bz{ gVQkT[D dk wB'oE ftfdnkoEhnK nzdo gzikph GkPk dh nwhoh dk ns/ pkohehnK Bz{ ;wMD bJh tZyo/ - tZyo/ f;XKsK dk ftek; eoBk j?/.

CO4: w[ZYbh gzikph gVQkT[D dk wB'oE ftfdnkoEhnK dk Ppd x/ok ftPkb eoBk j?.

CO5: ftfdnkoEh tke dh gfoGkPk ns/ fJ;dh pDso s'A ikD{ j'Dr/ ns/ GkPk s/ geV wip{s j't/rh.

CO6: g?oQk ouBk dk wB'oE ftfdnkoEhnK dh p[ZXh B{z shyD eofdnK T[BK dh fbyD gqfsGk B{z T[i kro eoBk j?.

CO7: ;zy/g ouBk eoB Bkb ftfdnkoEh nkgDh rZb B{z ;zy/g ftu efjD dh iku f;ZyDr/ ns/ fJj fdwkrh e;os ftu ;jkJh j't/rh.

CO8: xo/b{ ns/ d|soh fuZmh gZso fbyD dk wB'oE ftfdnkoEhnK B{z fJ; ebk ftu fBg[zB eoBk j? I

CO9: w[jktfonK dh tos'A Bkb rZbpks ftu gogZesk nkT[Adh j?.fJj ftfdnkoEhnK dh rZbpks ftu fByko fbnkT[D dk ezW eoBr/.

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Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Punjabi (Compulsory)
COURSE CODE- BVML -2421

COURSE OUTCOMES

CO1:nksw nBksw g[[[;se d/ ejkDh Gkr B{z f;b/p; ftu PkfwB eo e/
ftfdnkoEhnK nzdo ejkDh Bz{ gVQD dh o[uh Bz{ g?dk eoBk j? ns/
ejkDh irs Bkb i'VDk j?.

CO2: frnkB wkbkg[[[;se B{z f;b/p; ftu PkfwB eo e/ ftfdnkoEhnK nzdo
gVQD dh o[uh Bz{ g?dk eoBk j? .

CO3;;zy/g ouBk dk wB'oE ftfdnkoEhnK B{z ;w/A ns/ fwjBs dh pZus eoB
pko/ dZ;Dk j?.

CO4:g?oQk gVQ e/ gqPBK d/ T[Zso d/D dk wB'oE ftfdnkoEhnK dh p[ZXh
B{z shyD eofdnK T[BQK dh fbyD gqfsGk B{z T[iKro eoBk j?.

CO5:Ppd pDso ns/ Ppd ouBk gVQD Bkb ftfdnkoEh fJ;d/ w[ZYb/ ;zebgK B{z
nkXko pDk e/ fJjBK ;zebgK s'A ikD{ j'Dr/ .

CO6:Ppd Pq/DhnK Bz{ gVQkT[D dk wB'oE ftfdnkoEhnK nzdo gzikph GkPk dh
nwhoh dk ns/ pkohehnK Bz{ ;wMD bJh tZyo/ - tZyo/ f;XKsK dk ftek;
eoBk j?.

CO7:w[jktfonK dh tos'A Bkb rZbpks ftu gogZesk nkT[Adh j?.fJj
ftfdnkoEhnK dh rZbpks ftu fByko fbnkT[D dk ezW eoBr/.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
COMMUNICATION SKILLS IN ENGLISH- II

Course Code: BVMM-2102

Course Outcomes

After passing this course the students will develop the following skills:

- CO 1:** Enhancement of listening skills with the help of listening exercises based on conversation, news and TV reports.
- CO 2:** Improvement of speaking skills enabling them to converse in a specific situation.
- CO 3:** Acquisition of knowledge of phonetics which will help them in learning about correct pronunciation as well as effective speaking.
- CO 4:** The capability to present themselves well in a job interview.
- CO 5:** The ability of Note-Taking to be able to distinguish the main points from the supporting details and the irrelevant information from the relevant one.
- CO 6:** Speaking skills of the students enabling them to take active part in group discussion and present their own ideas.
- CO 7:** The capability of narrating events and incidents in a logical sequence.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVML-2323
PRINCIPLES OF MANAGEMENT

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: evaluate the global context for taking managerial actions of planning, organizing and controlling.
- CO2: assess global situation, including opportunities and threats that will impact management of an organization.
- CO3: integrate management principles into management practices.
- CO4: assess managerial practices and choices relative to ethical principles and standards.
- CO5: specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances.
- CO6: determine the most effective action to take in specific situations.
- CO7: evaluate approaches to addressing issues of diversity.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVML-2324
BASIC ACCOUNTING

Course Outcomes:

After successful completion of this course, students will able to:

CO1: understand and apply the essential numerical skills required for Book Keeping and Accounting

CO2 : understand and explain the relationship between the accounting equation and double-entry system of book keeping

CO3 : enable the recording of transactions in the appropriate ledger accounts using the double-entry book keeping system

CO4 : understand the balancing of ledger accounts at the end of an accounting period

CO5 : facilitate the preparation trial balance, balance sheet and profit and loss account.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2021-22
Course Code: BVML-2325
COMMERCIAL LAWS

Course Outcomes:

After studying this course, students will be able to:

CO1: define basic terms, values and laws in the area of commercial law

CO2: describe methods of applying principles and provisions of commercial law

CO3: compose simple contracts

CO4: asses the correctness of applying specific laws to a specific cases and choosing the most appropriate one.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVMM-2126
MS OFFICE – II

Course Outcomes:

After successful completion of this course, students will able to:

- CO1: Indicate the names and functions of the excel interface components.
- CO2: enter and edit data, format data and cells.
- CO3: construct formula, including the use of built-in functions, and relative and absolute references.
- CO4: create and modify charts, preview and print worksheets.
- CO5: use the Excel online Help feature.
- CO6: identify the terminology and functions common to most database management systems.
- CO7: identify the qualities of valuable information.
- CO8: identify the elements of good database design.
- CO9: create and use tables, Create and use queries.
- CO10: create simple reports and forms.
- CO11: use the Access online Help feature.
- CO12: discuss ethical issues connected to the use of databases.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-II)
Session 2020-21
Course Code: BVMP-2127
LAB BASED ON TYPING SKILLS (DATA ENTRY)

Course Outcomes:

After successful completion of this course, students will able to:

CO1: develop correct touch typing techniques

CO2: key data quickly and accurately

CO3: demonstrate operational skills in using the computer

CO4: key accurately at a rate of 35 words per minute

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21
Course Code: BVML-3321
BUSINESS ORGANISATION AND SYSTEMS

Course Outcomes:

After studying this course, students will be able to:

- CO1: understand the nature and purpose of different types of organisations (commercial, voluntary, public sector and so on)
- CO2: describe the different ways in which organisations may be structured
- CO3: understand basic concepts of organisational structure
- CO4: describe the main departments or functions of a business organisation
- CO5: explain the advantages and disadvantages of centralised and decentralized organizations.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21
Course Code: BVML-3122
MANAGEMENT INFORMATION SYSTEM

Course Outcomes:

After studying this course, students will be able to:

- CO1: understand the leadership role of Management Information Systems in achieving business competitive advantage through informed decision making.
- CO2: analyze and synthesize business information and systems to facilitate evaluation of strategic alternatives.
- CO3: distinguish and analyse ethical problems that occur in business and society
- CO4: effectively communicate strategic alternatives to facilitate decision making.
- CO5: demonstrate an understanding of the major functional areas of Business
- CO6: explain fundamental database concepts and apply these concepts to the design and development of relational databases.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21
Course Code: BVML-3323
MARKETING MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: understand the concepts of marketing management

CO2: demonstrate effective understanding of relevant functional areas of marketing management and its application.

CO3: learn about marketing process for different types of products and services

CO4: understand the tools used by marketing managers in decision situations

CO5: understand the marketing environment

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21

Course Code: BVML-3324
BUSINESS AND OFFICECORRESPONDENCE

Course Outcomes:

After studying this course, students will be able to:

CO1: understand professional writing by studying management communication contexts and genres, researching contemporary business topics, analyzing quantifiable data discovered by researching, and constructing finished professional workplace documents.

CO2: recognize, explain, and use the formal elements of specific genres of organizational communication: white papers, recommendation and analytical reports, proposals, memorandums, web pages, wikis, blogs, business letters, and promotional documents.

CO3: understand the ethical, international, social, and professional constraints of audience, style, and content for writing situations among managers or co-workers and colleagues of an organization and between organizations, or between an organization and the public.

CO4: understand the current resources (such as search engines and databases) for locating secondary information, and also understand the strategies of effective primary data gathering.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21

Course Code: BVML-3325
ACCOUNTANCY

Course Outcomes:

After studying this course, students will be able to

- CO1: recognize and understand ethical issues related to the accounting profession.
- CO2: employ critical thinking skills to analyze financial data as well as the effects of differing financial accounting methods on the financial statements.
- CO3: effectively define the needs of the various users of accounting data and demonstrate the ability to communicate such data effectively, as well as the ability to provide knowledgeable recommendations.
- CO4: recognize circumstances providing for increased exposure to fraud and define preventative internal control measures.
- CO5: demonstrate an understanding of current auditing standards and acceptable practices, as well as the impact of audit risk on the engagement.
- CO6: understand the audit process from the engagement planning stage through completion of the audit, as well as the rendering of an audit opinion via the various report options.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21
Course Code: BVMP-3126
LAB ON ELECTRONIC CRM

Course Outcomes:

After studying this course, students will be able to:

CO1: explain how to build and manage successful E-CRM teams

CO2: explain how to blend E-CRM with a firm's overall business and marketing plans

CO3: demonstrate an understanding of how to build relationships with customers and maintain their loyalty

CO4: develop effective customer communications strategies and tactics

CO5: create campaigns to generate new customers and prospects

CO6: assess, plan, manage and know how to prioritize customer service

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21

Course Code: BVMP-3327
COMPUTER BASED ACCOUNTING-TALLY

Course Outcomes:

After studying this course, students will be able to

CO1: learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software

CO2: find employability in the job market.

CO3: obtain certificate to work with well-known accounting software i.e. Tally ERP.9

CO4: possess required skill and can also be employed as Tally data entry operator.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-III)
Session 2020-21
Course Code: BVMP-3328
LAB ON LIFE SKILLS

Course Outcomes

After completion of this course, students will be able to:

- CO1: Learn those abilities that help promote overall well-being and competence to be able to face the realities of life.
- CO2: Develop psycho social competencies and interpersonal skills that will help them to make informed decisions, solve problems, think critically and creatively, communicate effectively, build healthy relationships, empathize with others and cope with managing their lives in a healthy and productive manner.
- CO3: Adapt and adjust well with the changing demands of the society as young adolescents extend their relationships beyond parents and family and are intensely influenced by their peers and the outside world.
- CO4: Get support in dealing with emotional conflicts and personal problems in the college and will learn how to incorporate the same in their daily lives.
- CO5: Empower themselves to act responsibly, take initiative and control.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4321
SECRETARIAL PRACTICES

Course Outcomes:

After studying this course, students will be able to

CO1: identify the scope, role and functions of the company secretary and apply them in the employing or client organisation.

CO2: critically evaluate and apply the role of company secretary as an advisor to the board.

CO3: ensure effective communication and dissemination of information to and from the board, both internally and externally, for the optimum benefit of the organisation.

CO4: understand the law and best practice in key functional matters (for example, meetings and share capital management) and apply them in the secretary ship function and ensure corporate compliance.

CO5: apply the functions of a company secretary in ensuring corporate compliance through good disclosure and observance of statutory and other regulations

CO6: take responsibility for the ongoing responsibilities of the secretary as a professional practitioner in the organisation and be responsible for continuing personnel development within the secretariat.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4122
DIGITAL DATA MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: find key components of digital leadership

CO3: create, influence, monitor and control digital reputation

CO4: use digital opportunities to connect with audiences

CO5: understand that data should be managed differently in different phases of the life cycle

CO6: identify the value and relative importance of data management to the success of a
research project.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4323
MANAGERIAL SKILLS

Course Outcomes:

After studying this course, students will be able to:

CO1: understand what is meant by management and managerial effectiveness.

CO2: identify the roles which are fulfilled while working as a manager.

CO3: identify managerial activities that contribute to managerial effectiveness.

CO4: identify a cause of stress in managerial life from a range covering mismatches between capabilities and role, player-manager tension and everyday stressors.

CO4: understand time pressures and the need for time management.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code:BVML-4324
STATISTICAL ANALYSIS

Course Outcomes:

After studying this course, students will be able to:

- CO1: demonstrate knowledge of probability and the standard statistical distributions.
- CO2: demonstrate knowledge of fixed-sample and large-sample statistical properties of point and interval estimators.
- CO3: demonstrate knowledge of the properties of parametric, semi-parametric and non-parametric testing procedures.
- CO4: demonstrate the ability to perform complex data management and analysis.
- CO5: acquire understanding of how to design experiments and surveys for efficiency.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVML-4325
ENTREPRENEURIAL SKILLS

Course Outcomes:

After studying this course, students will be able to:

- CO1: analyze the business environment in order to identify business opportunities
- CO2: identify the elements of success of entrepreneurial ventures
- CO3: consider the legal and financial conditions for starting a business venture
- CO4: evaluate the effectiveness of different entrepreneurial strategies.
- CO5: specify the basic performance indicators of entrepreneurial activity
- CO6: explain the importance of management in small businesses venture
- CO7: interpret their own business plan

Bachelor of Vocation
(Management & Secretarial Practices) (Semester-IV)
Session 2020-21

Course Code: BVMP-4126

WEB BASED APPLICATIONS FOR OFFICE MANAGEMENT

Course Outcomes:

After studying this course, students will be able to:

CO1: use internet and manage email effectively

CO2: use various web-based tools for office management

CO3: hold and manage online virtual meetings

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-IV)
Session 2020-21
Course Code: BVMD-4127
MINOR PROJECT (Computer based)

Course Outcome:

At the end of this course, students will be able to:

CO1: Practice acquired knowledge within the chosen area of technology for project development.

CO2: Identify, discuss and justify the technical aspects of the chosen project with a comprehensive and systematic approach.

CO3: Reproduce, improve and refine technical aspects for projects.

CO4: Work as an individual or in a team in development of technical projects.

CO5: Communicate and report effectively project related activities and findings.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21
Course Code: BVML-5121
INTRODUCTION TO GRAPHIC DESIGNING

Course Outcomes:

After studying this course, students will be able to:

- CO1: Demonstrate in typographic practice using text typography, display typography, and grid systems across analog and digital media.
- CO2: Display image-making expertise and the development of visual narratives using photography, illustration, and type-as-image across analog and digital media.
- CO3: Communicate concepts, design solutions, and arguments clearly and concisely through visual, verbal and written means.
- CO4: Understand the relationship of graphic design to other disciplines and to society.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21
Course Code: BVML-5322
FUNDAMENTALS OF BANKING

Course Outcomes:

After studying this course, students will be able to:

- CO1: Understand the importance of commercial banks.
- CO2: Learn and identify the services provided by commercial banks.
- CO3: Gain knowledge about Regional Rural Banks, Foreign banks, Cooperative banks.
- CO4: Understand the main functions of central bank(RBI).
- CO5: Interpret the techniques of credit control and mechanism of credit creation.
- CO6: Practice the process of recording entries in passbook.
- CO7: Learn and specify the working of Clearing House system.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21

Course Code: BVML-5323

FUNDAMENTALS OF GOODS AND SERVICES TAX (GST)

Course Outcomes:

After studying this course, students will be able:

CO1: To learn the concept GST

CO2: To understand the importance of GST in the Indian and global economy and its contribution to the economic development

CO3: To comprehend the principles of taxation, objectives of taxes and its impact, shifting and incidence process of GST in the market oriented economy.

CO4: To understand the implications of GST on taxable capacity consumers, dealers and of the society at large.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21

Course Code: BVML-5124
DESIGNING IN COREL DRAW

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand basic image fundamentals, color models, vector graphics

CO2: Acquire practical proficiency for work with 2D graphics

CO3: Discuss graphic design processes and concepts.

CO4: Learn and identify various tools in Corel Draw

CO5: Understand and establish a workflow for best results using editing tools and techniques.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21

Course Code: BVML-5125
DESIGNING IN ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand basic image fundamentals, color models and various file formats

CO2: Gain knowledge about digital image editing, manipulation and adjustments

CO3: Discuss graphic design processes and concepts.

CO4: Learn and identify various tools in Adobe Photoshop

CO5: Understand and establish a workflow for best results using editing tools and techniques.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21
Course Code: BVMP-5126
LAB ON COREL DRAW

Course Outcomes:

After studying this course, students will be able to:

CO1: Understand corel draw interface and work with lines, outlines and shapes

CO2: Work with objects, text, tables, vectors and bitmaps

CO3: Demonstrate proficiency with layers (creating a layer, changing layer properties, moving objects between layers, deleting a layer)

CO4: Apply special effects to bitmap such as blend, contour, envelope, extrude, bevel, power Clip

CO5: Skill to conceptualize and create Logos, various types of print designs, Pamphlets, Posters Invitation cards, Greeting cards, Wrappers, Advertisements, Banners etc

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21
Course Code: BVMP-5127
LAB ON ADOBE PHOTOSHOP

Course Outcomes:

After studying this course, students will be able to:

- CO1: Identify and specify file formats and image resolution for print and web
- CO2: Gain proficiency using the selection tools (wand, marquee, lasso, quick selection)
- CO3: Demonstrate proficiency with layers (naming, organizing sets, styles, adjustment layers)
- CO4: Edit using retouching tools (healing brush, clone tool, patch tool)
- CO5: Use and control the adjustments and filters to improve images
- CO6: Designing of banners, posters, greeting cards, newsletter applying fundamentals of graphic designing

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-V)
Session 2020-21
Course Code: BVMP-5328
LAB ON GOODS AND SERVICES TAX (GST)

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: provide knowledge about goods service tax

CO2: create employability to the students in the commercial tax practices

CO3: understand the procedure for registration, payment and refund of GST

CO4: know tax related with movement of goods

CO5: understand the appeals, offences and penalties with respect to GST

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21

Course Code: BVML-6321
FUNDAMENTALS OF INSURANCE

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: Apply the basic insurance knowledge and skills at their workplace.

CO2: Acquire technical and practical skills needed in building careers in the insurance industry.

CO3: Gain the necessary business ethics with special reference to the insurance industry.

CO4: Understand the fundamentals of underwriting, risk management in insurance.

CO5: Explain the development of risk premium.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVML-6322
HUMAN RESOURCE MANAGEMENT

Course Outcomes:

After successful completion of this course, students will able to:

CO1: develop the understanding of the concept of human resource management and to understand its relevance in organizations.

CO2: focus on and analyze the issues and strategies required to select and develop manpower resources

CO3: integrate the knowledge of HR concepts to take correct business decisions.

CO4: learn about various methods of training and development

CO5: explain the essentials of Effective Performance Appraisal System.

CO6: understand employee retention strategies.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVML-6123
E- PUBLISHING FUNDAMENTALS

Course Outcomes:

After studying this course, students will be able to:

CO1: design methodology in the field of visual communication;

CO2: learn skills necessary to manage a project from the ideation phase to the realization phase;

CO3: explain technical tools necessary for the realization of the projects and the necessary interdisciplinary scientific skills;

CO4: understand theoretical and socio-cultural education that aims to acquire a solid cultural background where the technical-media skills are combined with a theoretical reflection

CO5: acquire a new perspective on E-Publishing

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)

Session 2020-21

Course Code: BVML-6324
INDIAN FINANCIAL SYSTEM

Course Outcomes:

After successful completion of this course, students will be able to:

CO1: Understand the Indian Financial System and its functioning.

CO2: Explain the broad features of Indian financial institutions with its apex banks' objectives.

CO3: Effectively narrate the kinds and components of money with its regulatory system.

CO4: Identify the existence and development of merchant banking in India

CO5: Illustrate the functioning of financial market and government security market in the development of Indian financial system.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVMM-6125
DESKTOP PUBLISHING IN ADOBE IN-DESIGN

Course Outcomes:

After studying this course, students will be able to:

CO1: Create personal and/or business publications following current professional and/or industry standards.

CO2: Understand desktop publishing technology and design cycle

CO3: Prepare & package documents for professional printing or exporting

CO4: Understand typography, indenting, hyphenation, rulers and guides.

CO5: Apply principles of good page layout and design to create single and multiple page documents containing graphic illustrations.

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVMP-6326
PERSONALITY ENHANCEMENT LAB

Course Outcomes:

After successful completion of this course, students will able to:

CO1: Project the Right First Impression

CO2: Polish their manners to behave appropriately in social and professional circles

CO3: Enhance the ability to handle casual and formal situations in terms of personal grooming, dining and entertaining etiquette

CO4: Develop and maintain a positive attitude and being assertive

CO5: Master Cross Cultural Etiquette

CO6: Handle difficult situations with grace, style, and professionalism

Bachelor of Vocation
(Management & Secretarial Practices)(Semester-VI)
Session 2020-21
Course Code: BVMD-6127
ON JOB TRAINING (REPORT AND PRESENTATION) /
MAJOR PROJECT / DISSERTATION

Course Outcomes:

After studying this course, students will be able to:

CO1: apply fundamental and disciplinary concepts and methods in ways appropriate to their principal areas of study.

CO2: demonstrate skill and knowledge of current information and technological tools and techniques specific to the professional field of study.

CO3: use effectively oral, written and visual communication.

CO4: identify, analyze, and solve problems creatively through sustained critical investigation.

CO5: integrate information from multiple sources.

CO6: demonstrate an awareness and application of appropriate personal, societal, and professional ethical standards.

CO7: practice the skills, diligence, and commitment to excellence needed to engage in lifelong learning.