

## **B.Voc. in Accounting & Taxation**

### **Programme Outcome (PO)**

- PO 1: Graduates will be equipped with the necessary knowledge, technical, creative and managerial skills in accounting and taxation field.
- PO 2: Graduates will be able to communicate effectively with the Industrial hierarchy.
- PO 3: Graduates will be enabled with practical knowledge of banking activities, taxation knowledge, economic knowledge etc.
- PO 4: Graduates will have knowledge about accounting, taxation and computerised accounting in industry
- PO 5: Graduates will be able to undertake responsibility either as an individual or as a team member.
- PO 6: After completing diploma Students will be able to work as a junior accountant in accounting firms, manufacturing firms or in service providing firms.
- PO 7: Advanced diploma and Diploma certificates holders are eligible to work as Accountants at higher levels like senior accountants.

### **Programme Specific Outcome**

- PSO 1: Students will acquire communication, soft skill, social awareness and entrepreneurship skill.
- PSO 2: Students will acquire basic economical knowledge of demand, supply, production, market and micro economics
- PSO 3: Can develop strong mathematical knowledge for counting profit, loss, interest, share dividends, different ratios and statistical sampling.
- PSO 4: Students will acquire job oriented knowledge of final accounts, manufacturing accounts as well as partnership accounts.
- PSO 5: Students will get expert knowledge about computerised accounting including GST, inventory, invoicing and cost centre
- PSO 6: Students will also get detailed knowledge of e-commerce including models of e-commerce, internet, WWW, internet security, electronic payment systems and internet marketing
- PSO 7: Students will be enabled with knowledge of English communication within the business organisation.
- PSO 8: Students will acquire knowledge of effective management of office.
- PSO 9: Students will get knowledge of tax practices and tax procedures.

## **Course Outcome**

- CO 1: Students will understand general communicational English concepts. They will be able to read, write and understand business documents in English
- CO 2: Students will be able to know the tax procedures of India and process of taxation.
- CO 3: Students will be enabled with knowledge of Managing the office in a very proper and beneficial way.
- CO 4: Students will get detailed knowledge of Financial Accounting through this course.
- CO 5: The Business Economics will taught to students in this course to understand the overall economic activity and its impact on organisation as well as on overall economy of the nation.
- CO 6: Through providing the practical knowledge of computerised accounting using Tally, students will be enhanced with computerised accounting concepts which will enable them to become industry ready personnel.

## **COURSE OUTCOME**

### **B.Voc. Sem. 1 Course Outcome: General English**

- CO 1: Students will understand general conceptual English.
- CO 2: Students will be able to read, write and understand in English.
- CO 3: Students will get knowledge of effective conversational skills of self-introduction, Proverbs used in Everyday Conversation , Comparisons used in Everyday Conversation and Practical Conversations
- CO 4: Students will get knowledge of expansion of vocabulary using words related to commercial correspondence abbreviations used in business communication, correspondence and advertisement word Formation predication, suffixation and affixation etc

### **B.Voc. Sem. 1 Course Outcome: Business Studies**

- CO 1: Students will be able to know the types of business organisations and their impacts on businesses.
- CO 2: Students will also understand the performances of different types of business organisations.
- CO 3: Students will know the legal formalities in forming several types of business organisations.
- CO 4: Students will be able to understand legal status of different types of business organisations.

### **B.Voc. Sem. 1 Course Outcome: Environmental Studies**

- CO 1: Students will be enabled with knowledge of natural resources and problems associated with Natural resources.
- CO 2: Students will be able to know Ecosystems.
- CO 3: Students will be able to know Biodiversity and environmental pollution.
- CO 4: Students will be able to know the social environmental issues.

### **B.Voc. Sem. 1 Course Outcome: Financial Accounting - I**

- CO 1: Students will get detailed knowledge of book-keeping and accountancy including creation of different ledgers and financial accounts.
- CO 2: Students will understand trading account, profit & loss accounts and final accounts.
- CO 3: Students will get knowledge of journal entries and their ledger postings.
- CO 4: Students will get knowledge of journals, ledgers and subsidiary books.

### **B.Voc. Sem. 1 Course Outcome: Cost Accounting**

- CO 1: Knowledge of Costing and Cost Accounting will be given to students and they will be able to find the actual cost of the product so that actual cost of the product can be calculated.
- CO 2: Students will understand the control of material costs, labour costs and overheads by using different techniques of control such as Standard Costing and Budgetary Control.
- CO 3: Students will understand the management in fixing selling prices of products or services by providing detailed cost information.
- CO 4: Students will be able to understand identify and minimising material losses.

**B.Voc. Sem. 1 Course Outcome: IT for Business**

- CO 1: Students will be enabled with knowledge of basic IT concept and practical usage of IT in businesses.
- CO 2: Students will get knowledge of MS Office.
- CO 3: Students will get knowledge of Windows.
- CO 4: Students will be able to create different business documents using MS-Office.

### **B.Voc. Sem. 2 Course Outcome: General English - II**

- CO 1: Students will understand general communicational English concepts. They will be able to read, write and understand business documents in English.
- CO 2: Students will be able to write English sentences using articles, verbs, adjectives, prepositions and active passive voices.
- CO 3: Students will be enabled with practical knowledge of English writing.
- CO 4: Students will get practical knowledge of English conversational skills.

### **B.Voc. Sem. 2 Course Outcome: Fundamentals of Marketing**

- CO 1: Students will be able to know the basics of marketing.
- CO 2: Students will get knowledge of buyer behavior and marketing segmentation.
- CO 3: Students will get knowledge of advertising and advertising media.
- CO 4: Students will be able to understand marketing mix and modern concepts of marketing.

### **B.Voc. Sem. 2 Course Outcome: Urdu**

- CO 1: This course will enhance the students' knowledge of Urdu language.
- CO 2: Students will get knowledge of Hamd, Naat and Gazal.
- CO 3: Students will get knowledge of Afsana and Inshaaya.
- CO 4: Students will get practical knowledge of Urdu News writing and letter writing.

### **B.Voc. Sem. 2 Course Outcome: Financial Accounting - II**

- CO 1: Students will get detailed knowledge of Financial Accounting through this course.
- CO 2: Students will get knowledge of capital account, partnership account.
- CO 3: Students will understand single and double entry system.
- CO 4: Students will get knowledge of Bills of exchange.

### **B.Voc. Sem. 2 Course Outcome: Office Automation**

- CO 1: This course will enhance the students' knowledge of word processing using MS-Word.
- CO 2: Students will get knowledge of worksheet using MS-Excel.
- CO 3: This course will enable the students in creating presentation using MS-Powerpoint.
- CO 4: Students will understand Internet and Email practically.

### **B.Voc. Sem. 2 Course Outcome: Computerised Accounting - I**

- CO 1: Through providing the practical knowledge of computerised accounting using Tally, students will be enhanced with computerised accounting concepts which will enable them to become industry ready personnel.
- CO 2: Students will get practical knowledge of company creation as well as gateway of Tally.
- CO 3: Students will get practical knowledge of voucher entries.

CO 4: Students will get practical knowledge of maintaining accounts in Tally software.

### **B.Voc. Sem. 3 Course Outcome: English Communication - II**

- CO 1: Through providing the practical knowledge of business letter writing, students will be enhanced with knowledge of business letter writing.
- CO 2: Students will get practical knowledge of internal and external business communication.
- CO 3: Students will get practical knowledge of new technology of business communication.
- CO 4: Students will get practical knowledge of drafting several business application letters.

### **B.Voc. Sem. 3 Course Outcome: Business Economics (Micro)**

- CO 1: Through providing the knowledge of Micro Economics, students will be enhanced with knowledge of basic micro economic concepts.
- CO 2: Students will get knowledge of Demand and Supply analysis.
- CO 3: Students will get knowledge of Production functions.
- CO 4: Students will get knowledge of market structures.

### **B.Voc. Sem. 3 Course Outcome: Commercial Mathematics**

- CO 1: Through providing the knowledge of Commercial Mathematics students will get knowledge of several commercial calculations.
- CO 2: Students will get knowledge of calculating profit and loss.
- CO 3: Students will get knowledge of calculating interest.
- CO 4: Students will get knowledge of calculating ratio and percentage and population sampling.

### **B.Voc. Sem. 3 Course Outcome: Financial Accounting - III**

- CO 1: Through providing the knowledge of Financial Accounting – III, students will be enabled with knowledge of manufacturing accounting.
- CO 2: Students will get practical knowledge of partnership account and accounts for sole trading.
- CO 3: Students will get practical knowledge of practicing partnership account through solving practical problems.
- CO 4: Students will get practical knowledge of profit and loss distribution and finalising of accounts.

### **B.Voc. Sem. 3 Course Outcome: E-Commerce**

- CO 1: We are living in computer age and in the current era, e-commerce is very essential. So through this course students will be enhanced with basic concepts of e-commerce.
- CO 2: Students will understand the e-commerce models.
- CO 3: Students will get knowledge of Internet, WWW and internet security.
- CO 4: Students will get knowledge of Internet marketing and electronic payment system.

### **B.Voc. Sem. 3 Course Outcome: Communication - II**

- CO 1: Students will understand general communicational English concepts. They will be able to read,

write and understand business documents in English

CO 2: Students will be able to write several business letters.

CO 3: Students will be enabled with knowledge of English communication.

CO 4: Students will get knowledge of soft skill in English.

**B.Voc. Sem. 4 Course Outcome: English Communication - II**

- CO 1: Through providing the practical knowledge of business letter writing, students will be enhanced with knowledge of business letter writing.
- CO 2: Students will get practical knowledge of internal and external business communication.
- CO 3: Students will get practical knowledge of new technology of business communication.
- CO 4: Students will get practical knowledge of drafting several business application letters.

**B.Voc. Sem. 4 Course Outcome: Business Economics (Macro)**

- CO 1: Macro economical theories are important to understand by businessmen so that they can frame effective policies. Through this course students will introduced to Macro Economics.
- CO 2: Students will get knowledge of National Income.
- CO 3: Students will get knowledge of consumption and investment.
- CO 4: Students will get knowledge of inflation, deflation and business cycle.

**B.Voc. Sem. 4 Course Outcome: Office Management**

- CO 1: Office management is the technique of planning, organizing, coordinating and controlling office activities with a view to achieve business objectives and is concerned with efficient and effective performance of the office work. This course introduces the students to effective office management.
- CO 2: Students will get knowledge of modern office and its requirements.
- CO 3: Students will get knowledge of qualifications and qualities needed in managers and administrators.
- CO 4: Students will get knowledge of management of different office records.

**B.Voc. Sem. 4 Course Outcome: Financial Accounting - IV**

- CO 1: In this course students will get knowledge of Partnership accounts.
- CO 2: Students will get practical knowledge of accounting of non-profit organisations.
- CO 3: Students will get knowledge of Bills of exchanges.
- CO 4: Students will get knowledge of single entry system.

**B.Voc. Sem. 4 Course Outcome: Computerised Accounting - III**

- CO 1: In this course students will get knowledge of Godown (inventory features) accounting.
- CO 2: Students will get practical knowledge of maintaining stock journals.
- CO 3: Students will get practical knowledge of Bank Reconciliation.
- CO 4: Students will get practical knowledge of Bills of Material and Point of Sale.

**B.Voc. Sem. 4 Course Outcome: Tax Procedures and Practices - I**

- CO 1: In this course students will get knowledge of important concepts of Income Tax Act 1961.

- CO 2: Students will get practical knowledge of computation of taxable income.
- CO 3: Students will get practical knowledge of Income Tax structures and functions.
- CO 4: Students will get practical knowledge of different Tax Deductions.

