

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**COURSE PLAN June - November 2024**

**Department** : B. Voc (BFSI)  
**Name/s of the Faculty** : Ms. Sruthi P  
**Course Title** : Functions and Services of Banks and Non-Banking Financial Corporation  
**Course Code** : 23VB/VM/FB16  
**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	Describe the basic terminologies and concepts of banking and Non-Banking Financial Corporations	K1
<b>CO2</b>	Comprehend the functions and services of banking and non-banking financial corporations	K2
<b>CO3</b>	Apply the knowledge of banking functions and services to choose different products and services	K3
<b>CO4</b>	Compare the functions and roles of banks and non-banking financial corporations in the financial system	K4
<b>CO5</b>	Assess and evaluate the growth in the banking system	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 24 – 26, 2024 (Day Order 4 - 6)	1	1.1 Meaning, Definition and Evolution of Banking 1.2 Growth in Banking Services and Analysis of Current Banking Structure	K1-K2 K1-K5	1 2	1-2 1-5	Lecture and PPT	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)		1.3 Types of Banks – Central Bank, Commercial Bank, Industrial Bank, Development Bank, Co-Operative Bank, Rural Banks 1.4 Non-Banking Financial Institution – Meaning, Origin, Types and Scope 1.5 Housing Finance Companies	K1-K3 K1-K5	2 4	1-3 1-5	Lecture and PPT	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)	2	2.1 Functions of Banks and NBFC's 2.2 Types of Bank Deposits - Savings, Current, Fixed Deposits and Recurring Deposits	K1-K2 K1-K3	3 3	1-2 1-3	Lecture and PPT – Games on banking products and services like Crosswords, etc	CA Test and Other Component

July 15 – 23, 2024 (Day Order 1 - 6)		2.3 Types of Lending – Cash Credit, Overdraft, Bills discounting and Term loans, Modes of Creating Charge – Lien, Pledge, Hypothecation and Mortgage Types of Loans and Advances – Personal Loans – Housing Loans – Consumer Loans	K1-K5	6	1-5	Lecture and PPT	CA Test and Other Component
July 24 – 31, 2024 (Day Order 1 - 6)		2.3 Priority Sector Advances Loans for Weaker Sections, Small Scale Industries, Agriculture, Self-employed and Professionals – Gold Loan, Educational Loan	K1-K5	3	1-5	Lecture and PPT	CA Test and Other Component
		2.4 Duties and Responsibilities of Bank in Disbursing Loan, KYC Requirements	K1-K5	3	1-5		
Aug 1 – 5, 2024 (Day Order 1 - 3)		2.5 Role of Recovery Agents – Mode of Recovery	K1-K5	3	1-5	Lecture and PPT – Brainstorming on best practices to be followed by bankers in loan recovery process.	CA Test and Other Component
Aug 6 – 10, 2024	<b>C.A. Test – I</b>						
Aug 12 – 14, 2024 (Day Order 4-6)	3	3.1 Functions of NBFC's	K1-K2	3	1-2	Lecture and PPT	CA Test and Other Component

Aug 16 – 23, 2024 (Day Order 1-6)		3.1 Functions of NBFC's	K1-K2	2	1-2	Lecture and PPT	CA Test and Other Component
		3.2 Types of Products offered by NBFC's	K1-K5	4	1-5		
Aug 27 – Sep 3, 2024 (Day Order 1-6)		3.2 Types of Products offered by NBFC's	K1-K5	1	1-5	Lecture and PPT	CA Test and Other Component
		3.3 Growth of NBFC's in India	K1-K3	5	1-3		
Sep 4 – 11, 2024 (Day Order 1-6)		3.4 Difference between the Financial Products of Banks and Non-Banking Financial Companies	K1-K5	5	1-5	Lecture and PPT – Case Analysis on building effective relationship with customers	CA Test and Other Component
	4	4.1 Meaning, Definition, Relationship between Banker and Customer	K1-K5	1	1-5		
Sep 12 - 20, 2024 (Day Order 1-6)		4.1 Meaning, Definition, Relationship between Banker and Customer	K1-K5	4	1-5	Lecture and PPT	CA Test and Other Component
		4.2 Special Types of Customers	K1-K5	2	1-5		
Sep 23 - 26, 2024 (Day Order 1-4)		4.3 Bank Accounts - Opening, Closing	K1-K5	2	1-5	Lecture and PPT	CA Test and Other Component
		4.4 Other Services of Banks	K1-K5	2	1-5		
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>						

Oct 4 – 5, 2024 (Day 5 & 6)	5	5.1 An Overview of CIBIL and Credit Score	K1-K2	2	1-2	Lecture and PPT	Other Component
Oct 7 - 15, 2024 (Day Order 1 to 6)		5.2 Importance of CIBIL Score in Loan Approval Process	K1-K5	6	1-5	Lecture and PPT	Group Discussion
Oct 16 - 22, 2024 (Day Order 1 to 6)		5.3 CIBIL Report	K1-K5	3	1-5	Lecture and PPT	Group Discussion
		5.4 Loan Rejection and Dispute	K1-K5	3	1-5		
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>						

**Other Components:**

- Online Quiz from Unit 1 for 20 marks on 08/07/2024.
- Making innovative videos on the title “Creating Awareness on Banking Products and Services” for 20 marks on 13/09/2024.
- Report submission on important Banking Documents for 10 marks on 09/10/2024.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**COURSE PLAN June - November 2024**

**Department** : B.Voc (BFSI)  
**Name of the Faculty** : Dr. A. Amali Vinupriyadharshini  
**Course Title** : Principles and Practices of Accounting  
**Course Code** : 23VB/VM/PA16  
**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	Identify the tools and techniques used in business for decision making and control.	K1
<b>CO2</b>	Explain the basic principles and concepts of accounting	K2
<b>CO3</b>	Apply appropriate methods of accounting to assess the financial performance of a business entity	K3
<b>CO4</b>	Analyse the techniques used in performance measurement, decision making and control	K4
<b>CO5</b>	Evaluate the application of accounting techniques adopted in decision making and control	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 24 – 26, 2024 (Day Order 4 - 6)	1	<b>Preparation of Financial Statement of Sole-Proprietor</b> 1.1 Closing Entries And Adjustment Entries	K1-K3	3	1-3	Lecture on fundamentals Problem solving Developing accounting skills through practice questions	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)		1.2 Adjustment Entries - Loss of Stock by Accident or Fire Manager's Commission on Net Profit Before and After Commission, Works Manager and General Manager Commission	K1-K5	6	1-5	Chalk and talk analytics Practice questions	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)		Writing off of Deferred Revenue Expenditure, Goods sent on Sale or Return Basis Asset Disposal and Exchange, Distribution of Samples, Advance Income Tax	K1-K5	3	1-5	Sum workouts in class and practice questions for Home work that also increases the speed and accuracy of quantitative ability.	CA Test and Other Component
July 15 – 23, 2024 (Day Order 1 - 6)	2	<b>Financial Statement Analysis</b> 2.1 Analysis and Interpretation-Need and Importance 2.2 Methods of Financial Analysis and Interpretation 2.2.1 Comparative Statements	K1, K2  K1-K5	3  3	1-2  1-5	Lecture on fundamentals using PPT  Students to prepare Snippets on various methods of Financial analysis and interpretation	CA Test and Other Component

July 24 – 31, 2024 (Day Order 1 - 6)		2.2.2 Common-Size Statements 2.2.3 Trend Analysis 2.3 Ratio Analysis 2.3.1 Significance and Limitations of Ratio Analysis 2.3.2 Computation and Interpretation of Ratios – Turn Over, Liquidity, Profitability, Solvency and Leverage Ratio	K1-K5 K1-K5 K1, K2 K1-K5	2 1 1 2	1-5 1-5 1-2 1-5	Comparison between the three methods of Financial analysis using conceptual PPT. Case studies Practice questions for accounting skills	CA Test and Other Component
Aug 1 – 5, 2024 (Day Order 1 - 3)		2.3.2 Computation and Interpretation of Ratios – Turn Over, Liquidity, Profitability, Solvency and Leverage Ratio	K1-K5	3	1-5	Formula chart for easy remembrance	CA Test and Other Component
Aug 6 – 10, 2024	<b>C.A. Test – I</b>						
Aug 12 – 14, 2024 (Day Order 4-6)	3	<b>Cost Accounting</b> 3.1 Basic Concepts in Cost Accounting  3.2 Ascertainment and Classification of Cost	K1,K2  K1-K4	2  1	1-2  1-4	‘My expenses’ list to be made by students on daily basis.  Conceptual PPT and students to classify the cost in their ‘My expense’ list.	CA Test and other components
Aug 16 – 23, 2024 (Day Order 1-6)		3.3 Preparation of Cost Sheet	K1-K5	6	1-5	Working out various cost sheets of various companies’	CA Test and other components



Aug 27 – Sep 3, 2024 (Day Order 1-6)	4	<b>Marginal Costing</b> 4.1 Marginal Costing- Meaning, Advantages, Limitations	K1-K2	2	1-2	Students to come up with examples pertaining to marginal costing in real life situation.	CA Test and other components
		4.2 Breakeven Analysis - Cost-Volume Profit Analysis	K1-K5	4	1-5	Case studies and problem solving	
Sep 4 – 11, 2024 (Day Order 1-6)		4.2 Breakeven Analysis - Cost-Volume Profit Analysis	K1-K5	3	1-5	Case studies and problem solving	CA Test and other components
		4.3 Applications of Marginal Costing – Key factor, Product Mix and Sales Mix	K1-K5	3	1-5	Case studies and problem solving	
Sep 12 - 20, 2024 (Day Order 1-6)	5	4.3 Applications of Marginal Costing – Key factor, Product Mix and Sales Mix	K1-K5	4	1-5	Case studies and problem solving	CA Test and other components
		<b>Budgeting</b> 5.1 Budgeting – Meaning, Need and Importance	K1-K2	2	1-2	Students to prepare a budget plan for a household or their pocket money	

Sep 23 - 26, 2024 (Day Order 1-4)		5.1 Budgeting – Meaning, Need and Importance	K1-K2	1	1-2	Students to prepare a budget plan for a household or their pocket money Track budget news	CA test and other components
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>						
Oct 4 – 5, 2024 (Day 5 & 6)		5.2 Types of Budget - Production Budget	K1,K2	2	1-2	Problem solving and live examples	Group discussion
Oct 7 - 15, 2024 (Day Order 1 to 6)		Purchase Budget, Sales Budget	K1-K5	5	1-5	Problem solving and live examples	Group discussion
		Cash Budget, Flexible Budgets	K1-K5	1	1-5		
Oct 16 - 22, 2024 (Day Order 1 to 6)		Cash Budget, Flexible Budgets	K1-K5	6	1-5	Problem solving and live examples	Group discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>						

**Other Components:**

- Studying the financial statement of a company and ratio analysis for 10 marks to be held on 25/7/2024.
- Tracking the expenses for a month and classification of cost for 10 marks to be held on 14/08/2024.
- Case study on Marginal costing and Break-even analysis for 10 marks to be held on 03/09/2024.
- Tracking and commenting on the yearly budget of the nation for 10 marks to be held on 25/09/2024.
- Gamified Quiz from Unit 1 to Unit 4 for 10 marks to be held on 08/10/2024.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**COURSE PLAN June - November 2024**

**Department** : B.Voc (BFSI)  
**Name/s of the Faculty** : Ms.Abirami D.  
**Course Title** : Office Management and Practices  
**Course Code** : 23VB/VA/OM15  
**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	Describe office management principles, policies and procedures	K1
<b>CO2</b>	Relate the functions of office with other departments in an organization	K2
<b>CO3</b>	Compare the traditional and the modern functions of office	K3
<b>CO4</b>	Organise data to prepare and consolidate necessary reports	K4
<b>CO5</b>	Evaluate the effectiveness of office management strategies and practices	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 24 – 26, 2024 (Day Order 4 - 6)	1	<b>Office and Office Management</b> 1.1 Meaning of Office, Function of Office, Primary and Administrative Functions	K1-K2	3	1-2	Lecture and PPT	CA Test and Other Component
Jun 27 – July 4, 2024 (Day Order 1 - 6)		Importance of Office 1.2 Relation of Office with Other Departments of Business Organization – Concept of Paperless Office - Virtual Office	K1-K5	6	1-5	Lecture and PPT	CA Test and Other Component
July 5 – 12, 2024 (Day Order 1 - 6)		Back and Front Office, Open and Private Office 1.3 Definition and Elements of Office Management, Duties of an Office Manager	K1-K4	6	1-4	Lecture and PPT – Role Play scenarios as office managers, practicing communication and problem-solving. They'll work in pairs to apply management principles in simulated real-life situations	CA Test and Other Component

July 15 – 23, 2024 (Day Order 1 - 6)	2	<b>Filing and Indexing</b> 2.1 Meaning and Importance of Filing, Essential of Good Filing System	K1-K3	2	1-3	Lecture and PPT – Identify the Technology Integration of modern tools and software that are commonly used in office management. This helps students become familiar with the technologies they are likely to encounter in the workplace	CA Test and Other Component
		2.2 Centralized and Decentralized Filing System	K1-K3	4	1-3		
July 24 – 31, 2024 (Day Order 1 - 6)		2.3 Meaning, need of Indexing Types of Indexing used in the Business Organization	K1-K3	5	1-3	Lecture and PPT	CA Test and Other Component
		2.4 Third party Services	K1-K5	1	1-5		
Aug 1 – 5, 2024 (Day Order 1 - 3)		2.4 Third party Services	K1-K5	3	1-5	Lecture and PPT	CA Test and Other Component
Aug 6 – 10, 2024	<b>C.A. Test – I</b>						
Aug 12 – 14, 2024 (Day Order 4-6)	3	<b>Office forms</b> 3.1 Types of forms used in Business Organization	K1-K4	3	1-4	Lecture and PPT	CA Test and Other Component
Aug 16 – 23, 2024 (Day Order 1-6)		Controls and Objectives	K1-K4	2	1-4	Lecture and PPT	CA Test and Other Component
		3.2 Specimens of Forms used in office - Recent Trends	K1-K5	4	1-5		
Aug 27 – Sep 3, 2024 (Day Order 1-6)		3.3 Methods of Capturing Information	K1-K5	6	1-5		

Sep 4 – 11, 2024 (Day Order 1-6)	4	<b>Office Record Management and Office Manuals</b> 4.1 Meaning, importance of Record keeping Management, Principles of Record Management	K1-K5	6	1-5	Lecture and PPT	CA Test and Other Component
Sep 12 - 20, 2024 (Day Order 1-6)		Types of Records kept in a Business Organization. 4.2 Office Manuals – Meaning, need Types of Office Manuals and Steps in Preparing Office Manuals.	K1-K5 K1-K5	2 4	1-5 1-5	Lecture and PPT	CA Test and Other Component
Sep 23 - 26, 2024 (Day Order 1-4)	5	4.3 Preparation of Organogram charts 4.4 Emerging Trends in Office Management <b>Office Machines and Safety</b> 5.1 Importance, objectives of office machines.	K1-K5 K1-K5 K1,K2	2 1 3	1-5 1-5 1-2	Lecture and PPT – Application Based Learning where students create an office manual for a workplace	CA Test and Other Component
Sep 27 – Oct 3, 2024	<b>C.A. Test – II</b>						
Oct 4 – 5, 2024 (Day 5 & 6)		5.2 office Safety and Security – Meaning	K1-K5	3	1-5	Lecture and PPT	Other Component
Oct 7 - 15, 2024 (Day Order 1 to 6)		Importance of Office Safety	K1-K5	6	1-5	Lecture and PPT	Other Component

Oct 16 - 22, 2024 (Day Order 1 to 6)		5.3 Safety hazards and steps to improve Office Safety, Security Hazards and Steps to improve Office Security.	K1-K5	7	1-5	Lecture and PPT – Collaborative learning through Group Discussion and quizzes	Class Discussion
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>						

**Other Components:**

- Objective Test from Unit 1, 2 for 20 marks on 16/08/2024
- Exhibition of a Modern Office Lay out for 20 marks on 19/09/2024
- Submission of Office improvement proposal - through assessment of an existing office environment and propose improvements which can include suggestions for streamlining processes, enhancing productivity or improving employee morale for 10 marks on 10/10/2024

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**COURSE PLAN June - November 2024**

**Department** : B.Voc (BFSI)  
**Name/s of the Faculty** : Ms.S.Saikeerthana  
**Course Title** : Computer Basics  
**Course Code** : 23VB/UE/CB12  
**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	Describe computer hardware, software and the use of internet	K1
<b>CO2</b>	Identify the errors or inconsistencies in word and Excel spread sheet	K2
<b>CO3</b>	Apply formatting options in word and excel spread sheet	K3
<b>CO4</b>	Analyse formulas and functions used in word document and Excel spread sheet	K4
<b>CO5</b>	Critically evaluate the ethical considerations related to computer usage	K5



<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 24 – 26, 2024 (Day Order 4 - 6)	1	<b>Unit 1:Introduction</b> 1.1 Applications of computers, Hardware, Firmware Liveware, Software, System Software:	K1-K2	2	1-2	Lecture and PPT	Other components
Jun 27 – July 4, 2024 (Day Order 1 - 6)		1.1 Operating system, Translators, interpreter, compiler, Overview of operating system, function of operating system, Application software: General Purpose Packaged Software and tailor-made software	K1-K2	2	1-2	Lecture and PPT	Other components
July 5 – 12, 2024 (Day Order 1 - 6)		1.2 Meaning of Internet, Growth of internet, Owner of Internet, Anatomy of Internet, Net Etiquette ,	K1-K2	2	1-2	Lecture and PPT: Group Discussion on growth of internet	Other components
July 15 – 23, 2024 (Day Order 1 - 6)		1.2 World Wide Web, Internet Protocols, Usage of Internet to society, Search Engines	K1-K2	3	1-2	Lecture and PPT: Debate on Usage of Internet to society	Other components
July 24 – 31, 2024 (Day Order 1 - 6)	2	<b>Business Communication using Word Processing</b> 2.1 Working with Word Document	K1-K5	1	1-5	Practical	Other components
Aug 1 – 5, 2024 (Day Order 1 - 3)		2.1 Opening an Existing Document/Creating a New Document, Saving the Document	K1-K5	2	1-5	Practical	Other components

Aug 6 – 10, 2024	<b>C.A. Test - I</b>						
Aug 12 – 14, 2024 (Day Order 4-6)		2.2 Selecting Text, Editing Text, Finding and Replacing Text	K1-K5	2	1-5	Practical	Other components
Aug 16 – 23, 2024 (Day Order 1-6)		2.3 Formatting Text, Bullets and Numbering	K1-K5	2	1-5	Practical	Other components
Aug 27 – Sep 3, 2024 (Day Order 1-6)		2.3 Tabs, Paragraph Formatting, Page Setup	K1-K5	2	1-5	Practical	Other components
Sep 4 – 11, 2024 (Day Order 1-6)		<b>Unit :3 Spreadsheet and its Business Applications</b> 3.1 Spreadsheet Concepts	K1-K2	1	1-2	Practical	Other components
Sep 12 - 20, 2024 (Day Order 1-6)	3	3.2 Creating a Work Book, Saving a Work Book, Editing a Work Book, Inserting, Deleting Work Sheets, Entering Data in a Cell, Formula Copying	K1-K5	1	1-5	Practical	Other components
Sep 23 - 26, 2024 (Day Order 1-4)		3.2 Moving Data from Selected Cells 3.3 Inserting Charts- LINE, PIE, BAR 3.4 Excel Functions 3.4.1 Mathematical- ROUND ALL, SUM, SUMIF, COUNT, COUNTIF	K1-K5	1	1-5	Practical	Other components

Sep 27 – Oct 3, 2024	<b>C.A. Test - II</b>						
Oct 4 – 5, 2024 (Day 5 & 6)		3.4.2 Statistical – AVERAGE, MAX, MIN, STDEV, FREQUENCY, INTERCEPT, SLOPE	K1-K5	2	1-5	Practical	Other components
Oct 7 - 15, 2024 (Day Order 1 to 6)		3.4.3 Financial - PMT, PPMT,	K1-K5	1	1-5	Practical: Memory Games on Excel Formulae	Other components
Oct 16 - 22, 2024 (Day Order 1 to 6)		3.4.3 IPMT, Logical - IF, AND, OR.	K1-K5	1	1-5	Practical	Other components
Oct 23 - 24, 2024 (Day Order 1 to 2)	<b>REVISION</b>						

**Other Components:**

- Presentation on Ethical Issues in Cyberspace to be conducted from 12/08/2024 onwards for 10 marks.
- Assignment on Operating system and its functions to be submitted on 12/09/2024 for 15 marks.
- Practical Test on Unit 2 and Unit 3 to be conducted on 14/10/24 for 25 marks.