



Managed By Shri Ramkrishna Seva Mandal, Anand
ANAND COMMERCE COLLEGE
Affiliated to Sardar Patel University
Opp. Town Hall, Anand - 388001, Gujarat, India
Re-Accredited by NAAC with 'B++' Grade



B. Voc.

Program Outcome, Program Specific Outcome
and Course Outcome

B. Voc.

Programme Outcome

- Develop a strong foundation in financial literacy, including an understanding of banking products, investment instruments, and financial markets.
- Expertise in the practical implementation of transactions within the Money Market.
- Stay updated on market trends, economic indicators, and financial news to make informed decisions in the financial services sector.
- Understanding statistical tools and techniques, as well as the principles and policies of banking, is essential.

Programme Specific Outcome

- Gain hands-on experience through internships or practical projects, applying theoretical knowledge to real-world Money Market scenarios.
- Establish connections within the financial industry to stay informed about industry trends and opportunities.
- Proficiency in conducting operations within the banking market.
- Capability to analyze and address business challenges through the application of statistical methods.

Courses: Course Outcomes (Cos) are available in individual syllabus files which can be accessed by clicking on the respective Course Name.

https://www.spuvvn.edu/students_corner/syllabi/bvoc_banking/

Course Objectives

B.Voc Semester: I	
Title of the Course	<u>Course Objectives</u>
Business Organization & Management – I	<ul style="list-style-type: none"> • To define and explain fundamental business concepts • To analyze various organizational structures • To understand basic management principles, such as planning, organizing, staffing, directing, co-ordination, leading, and controlling. • To develop leadership skills for the growth of organization. • To formulate business strategies to achieve competitive advantage in the marketplace. • To understand the dynamics of working in teams, including team formation, communication, and conflict resolution.

B.Voc Semester: I	
Title of the Course	<u>Course Objectives</u>
Business Communication – I	<ul style="list-style-type: none"> • To develop a proficiency in crafting clear, concise, and professional written communication, including emails, reports, memos, and business letters. • To improve oral communication skills, including public speaking, presentations, and effective participation in meetings and discussions. • To enhance interpersonal communication skills, emphasizing the ability to build relationships, handle conflicts, and work collaboratively within a business setting. • To learn and apply proper business etiquette, including professional behavior, dress code, and social norms in various business situations. • To understand the nuances of communicating in a diverse and multicultural business environment, taking into consideration different cultural norms and communication styles. • To develop skills in using digital communication tools effectively, including email etiquette, virtual meetings, and collaborative platforms commonly used in business settings.

B.Voc Semester: I	
Title of the Course	<u>Course Objectives</u>
Computer Application – I	<ul style="list-style-type: none"> • To develop basic computer literacy, including proficiency in using operating systems, file management, and common software applications. • To gain proficiency in using office productivity software such as word processors (e.g., Microsoft Word), spreadsheets (e.g., Microsoft Excel), and presentation software (e.g., Microsoft PowerPoint). • To understand the basics of database systems, including creating, querying, and managing databases using tools like Microsoft Access or similar database software. • To introduce fundamental programming concepts, such as variables, data types, control structures, and algorithms, using a programming language like Python, Java, or others. • To gain knowledge of web development fundamentals, including HTML, CSS, and basic scripting languages, and learn to create and modify simple web pages. • To understand the stages of software development, from requirements gathering and design to implementation, testing, and maintenance.

B.Voc Semester: I	
Title of the Course	<u>Course Objectives</u>
Banking - I	<ul style="list-style-type: none"> • To knowledge of the fundamental principles and functions of banking operations, including deposits, loans, payments, and other banking services. • To understand the structure and functioning of financial markets, including money markets, capital markets, and the various financial instruments traded in these markets. • To develop skills in identifying, measuring, and managing different types of risks in banking, such as credit risk, market risk, and operational risk. • To learn about the regulatory framework governing the banking industry, including compliance requirements, legal aspects, and the role of regulatory bodies. • Acquire skills in analyzing financial statements, assessing creditworthiness, and evaluating the financial health of individuals and businesses. • To understand the principles of lending, credit analysis, and loan management, including evaluating loan applications, risk assessment, and loan documentation.

B.Voc Semester: I

Title of the Course	<u>Course Objectives</u>
Business Correspondent and Business Facilitator	<ul style="list-style-type: none">• To understand the concept of financial inclusion and its significance in promoting inclusive economic growth.• To acquire knowledge of various banking products and services offered by formal financial institutions, including savings accounts, loans, insurance, and other financial instruments.• To familiar with the regulatory framework governing financial services, including relevant laws, guidelines, and compliance requirements set by regulatory authorities.• To develop skills in building and maintaining effective relationships with clients, understanding their financial needs, and providing suitable financial solutions.• To learn strategies for promoting financial literacy and education among the target population to empower them with essential financial knowledge.• To acquire proficiency in maintaining accurate and up-to-date records, adhering to documentation standards, and ensuring compliance with regulatory requirements.




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Course Objectives

B.Voc Semester: 2	
Title of the Course	<u>Course Objectives</u>
Business Organization & Management – II	<ul style="list-style-type: none"> • To develop decision-making skills by evaluating alternative courses of action and their potential impact on the organization. • To enhance oral and written communication skills, especially in a business context. • To explore ethical issues in business and understand the importance of ethical decision-making. • To recognize the impact of globalization on business and analyze strategies for international expansion. • To understand basic financial principles and practices, including budgeting, financial analysis, and financial reporting. • To develop an awareness of entrepreneurship and an understanding of the process of starting and managing a business.

B.Voc Semester: 2	
Title of the Course	<u>Course Objectives</u>
Financial Services – I	<ul style="list-style-type: none"> • To gain knowledge of the structure and functioning of financial markets, including equity markets, debt markets, and derivative markets. • To Familiarity with various financial instruments such as stocks, bonds, mutual funds, and other investment vehicles, and understanding their features, risks, and returns. • To understand the regulatory framework governing financial services, including laws, regulations, and compliance requirements. • To develop skills in financial statement analysis, budgeting, and financial forecasting to evaluate the financial health of businesses and make informed investment decisions. • To gain the knowledge to manage personal finances, including budgeting, savings, investment planning, and retirement planning.

B.Voc Semester: 2	
Title of the Course	<u>Course Objectives</u>
Business Communication – II	<ul style="list-style-type: none"> • To develop clear and concise written communication skills suitable for business contexts, including emails, reports, and other business documents. • To improve oral communication skills including public speaking, presentations, and effective participation in meetings. • To enhance interpersonal communication skills, including active listening, empathy, and feedback, in order to build positive workplace relationships. • To understand and practice appropriate business etiquette, including proper email and phone communication, to maintain professionalism. • To gain an awareness of cultural differences in communication and develop strategies for effective communication in diverse workplace environments. • To learn how to communicate effectively within teams, including collaboration, conflict resolution, and decision-making.

B.Voc Semester: 2	
Title of the Course	<u>Course Objectives</u>
Computer Application – II	<ul style="list-style-type: none"> • To develop problem-solving skills through hands-on exercises and projects that require the application of programming and analytical skills. • To learn the principles of designing user-friendly interfaces and enhancing user experiences in software applications. • To understand basic cybersecurity principles, including the importance of data protection, password security, and awareness of common cyber threats. • To introduce the basics of mobile app development, covering concepts related to building applications for iOS, Android, or cross-platform development. • To familiarize with collaboration tools and platforms for communication, file sharing, and project collaboration, such as Slack, Microsoft Teams, or Google Workspace. • To learn the basics of version control systems (e.g., Git) to manage and track changes in software development projects. • To understand the ethical and legal considerations

	<p>related to computer applications, including intellectual property rights, privacy issues, and responsible use of technology.</p> <ul style="list-style-type: none"> • To cultivate a mindset of continuous learning and adaptability to stay current with evolving technologies and industry trends.
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B.Voc Semester: 2	
Title of the Course	<u>Course Objectives</u>
<p>Mutual Fund</p>	<ul style="list-style-type: none"> • To define and explain the concept of mutual funds, including their structure, functions, and types. • To understand the principles of investment and how mutual funds pool money from various investors to invest in diversified portfolios. • To analyze the techniques and strategies involved in managing a mutual fund portfolio, including asset allocation and risk management. • To evaluate the relationship between risk and return in mutual fund investments and understand how to assess and manage investment risks. • To familiarize with the regulatory framework governing mutual funds, including legal requirements, compliance, and industry standards. • To develop skills to assess the performance of mutual funds through various metrics, such as net asset value (NAV), expense ratios, and benchmark comparisons.




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Course Objectives

B.Voc Semester: 3	
Title of the Course	<u>Course Objectives</u>
Financial Inclusion Officer	<ul style="list-style-type: none"> • To develop understanding of the concept of financial inclusion • To understand the legal and regulatory environment related to compliance with laws governing inclusive financial practices. • To explore global perspectives on financial inclusion, studying different models, challenges, and success stories from various regions. • To learn policies that support financial inclusion, working towards creating an enabling environment for inclusive financial practices. • To analyze the different calculation related to finance including interest, EMI, PV, FV, Annuities etc. calculation

B.Voc Semester: 3	
Title of the Course	<u>Course Objectives</u>
Soft Skills for Business	<ul style="list-style-type: none"> • Develop effective written and verbal communication skills for clear and concise expression of ideas, active listening, and conveying information professionally. • Cultivate the ability to build positive relationships, work collaboratively in a team, resolve conflicts, and navigate workplace dynamics. • Enhance emotional intelligence by understanding and managing one's emotions, recognizing others' emotions, and fostering positive emotional climates in the workplace. • Develop time management skills to prioritize tasks, set goals, and efficiently use time to enhance productivity and meet deadlines. • Cultivate adaptability to navigate change, learn from experiences, and remain flexible in the face of evolving business environments. • Strengthen problem-solving skills and critical thinking abilities to analyze situations, make informed decisions, and generate innovative solutions. • Learn the principles of effective leadership, teamwork, and collaboration, emphasizing the importance of shared goals and mutual support.

B.Voc Semester: 3

Title of the Course	<u>Course Objectives</u>
Human Resource Management – I	<ul style="list-style-type: none">• Develop a solid understanding of the fundamental concepts, theories, and principles of human resource management.• Learn effective strategies for attracting, selecting, and recruiting qualified individuals to meet the organization's staffing needs.• Understand the importance of employee training and development programs to enhance skills, knowledge, and performance within the organization.• Develop skills in designing and implementing performance appraisal systems, providing feedback, and managing employee performance to achieve organizational goals.• Gain insights into managing relationships between employees and the organization, addressing workplace conflicts, and promoting a positive work culture.• Learn about designing and managing compensation structures, benefits packages, and incentive programs to attract and retain top talent.

B.Voc Semester: 3

Title of the Course	<u>Course Objectives</u>
Banking Laws & Practice	<ul style="list-style-type: none">• To understand the legal and regulatory framework governing the banking sector, including the role of central banks, regulatory bodies, and international regulations.• To gain knowledge of various banking operations, financial products, and instruments, including deposits, loans, letters of credit, and other banking services.• To develop a solid understanding of the legal principles that govern banking relationships, contracts, and transactions, including the obligations of banks and their customers.• To analyze legal issues related to banking liability, customer disputes, and the resolution of conflicts, including alternative dispute resolution mechanisms.• To understand the legal aspects of securities transactions, investment banking, and the regulatory framework for securities markets.

B.Voc Semester: 3

Title of the Course	<u>Course Objectives</u>
Banking & Financial Services – I	<ul style="list-style-type: none">• To develop a comprehensive understanding of the core functions of banks, including deposits, loans, payments, and other financial services.• To gain the knowledge of various financial markets, including money markets, capital markets, and the instruments traded in these markets, such as stocks, bonds, and derivatives.• To understand the principles of risk management in banking and financial services, including credit risk, market risk, and operational risk.• To the regulatory framework governing the banking and financial services industry, including compliance requirements and regulatory bodies.• To enhance skills in financial statement analysis, credit analysis, and evaluating the financial health of individuals and businesses.• To principles of investment management, including portfolio management, asset allocation, and investment strategies.• To explore the impact of technology on banking and financial services, including digital banking services, financial technology innovations, and electronic payment systems.




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Course Objectives

B.Voc Semester: 4	
Title of the Course	<u>Course Objectives</u>
Project Development	<ul style="list-style-type: none"> • To develop the understanding of the principles, concepts, and frameworks of project management • To define project objectives, scope, and feasibility which defining project requirements. • To enhance skills in creating comprehensive project plans, and establishing milestones. • To understand the principles of quality management in projects, quality standards, conducting quality assurance • To develop skills in executing project plans, monitoring progress, and addressing project tasks. • To learn effective communication strategies for both internal and external project stakeholders, including status reporting, progress updates, and issue resolution. • To understand the principles of change management and how to handle changes in project scope, requirements, and objectives.

B.Voc Semester: 4	
Title of the Course	<u>Course Objectives</u>
Public Relations & Corporate Communication	<ul style="list-style-type: none"> • To develop understanding of the principles, theories, and practices of public relations and corporate communication. • To learn how to identify, analyze, and prioritize key stakeholders, both internal and external, and understand their communication needs and expectations. • To develop skills in creating strategic communication plans to achieve organizational goals and enhance the reputation of the organization. • To enhance skills in managing relationships with the media, including writing press releases, organizing press conferences, and responding to media inquiries. • To develop and implement effective crisis communication plans, including risk assessment, message development, and stakeholder engagement during crises. • To acquire skills in managing digital and social media platforms for communication purposes.

B.Voc Semester: 4	
Title of the Course	<u>Course Objectives</u>
Human Resource Management – II	<ul style="list-style-type: none"> • To understand the legal and ethical aspects of human resource management • To recognize the importance of diversity and inclusion in the workplace and learn strategies to promote a diverse and inclusive organizational culture. • To develop skills in aligning HR strategies with overall organizational goals and creating HR plans that support the organization's long-term objectives. • To gain knowledge of occupational health and safety regulations, risk management, and creating a safe and healthy work environment. • To enhance skills in using HR metrics and analytics to assess the effectiveness of HR programs and make data-driven decisions. • To understand the principles of organizational change and develop strategies for managing and leading change initiatives within the workforce.

B.Voc Semester: 4	
Title of the Course	<u>Course Objectives</u>
Insurance Laws & Practices	<ul style="list-style-type: none"> • To understand the legal and regulatory framework governing the insurance industry, including the role of government agencies. • To develop the legal principles including the concepts of utmost good faith, insurable interest, indemnity, subrogation and contribution. • To analyze and interpret insurance policies, including the terms, conditions, and types of insurance contracts. • To understand the ethical considerations and legal obligations associated with insurance practices. • To understand the role of insurance in risk management and explore strategies for identifying, assessing, and mitigating risks. •

B.Voc Semester: 4	
Title of the Course	<u>Course Objectives</u>
Compliance Officer	<ul style="list-style-type: none"> • To understand the concept of Audit including types, IT Audit • To know the RBI regulation

	<ul style="list-style-type: none">• To learn the regulations for mutual fund, brokers by SEBI• To understand the process of managing compliance policies and procedures to ensure alignment with regulatory requirements.• To emphasize the importance of ethical behavior and integrity in compliance practices, including the promotion of a strong ethical culture within the organization.• To understand the regulations of payment, projections and customer acquisition by IRDA.
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Course Objectives

B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
Organizational Behavior – I	<ul style="list-style-type: none"> • To Identify and develop leadership skills, recognizing different leadership styles and their impact on organizational behavior. • To develop an awareness of cultural diversity affecting organizational behavior • To acquire basic research skills to support arguments and decision-making in the context of organizational behavior. • To enhance communication skills in the context of organizational behavior

B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
Self Development Skills	<ul style="list-style-type: none"> • Develop a deep understanding of personal strengths, weaknesses, values and beliefs. • Acquire effective time management skills to prioritize tasks, set deadlines, and increase productivity. • Enhance verbal and written communication skills for better interpersonal relationships and professional interactions. • Develop leadership skills and the ability to positively influence others. • Foster creativity and innovation by exploring new ideas and approaches to problem-solving. • Understand the importance of physical and mental well-being, and develop strategies for maintaining a healthy lifestyle.

B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
Aspects of Computer	<ul style="list-style-type: none"> • Define and explain the basic components of a computer system, including hardware and software. • Demonstrate proficiency in using a specific operating system (e.g., Windows, macOS, Linux) and understand its key features. • Identify and describe the major hardware components

	<p>of a computer system, including the CPU, RAM, storage devices, and peripheral devices.</p> <ul style="list-style-type: none"> • Use common software applications for productivity, such as word processors, spreadsheets, and presentation software. • Understand the basics of computer networking, including concepts like IP addresses, protocols, and network topologies.
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B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
Entrepreneurship Development	<ul style="list-style-type: none"> • To understand the concept of entrepreneurship, including its definition, characteristics, and role. • To identify the opportunities and recognizing market needs and gaps. • To know the cognitive business plans that covers various aspects such as market analysis and financial projections. • To learn the financial management skills, including budgeting, financial forecasting • To acquiring knowledge of the marketing and sales and sales techniques to promote and sell products or services.

B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
E- Banking	<ul style="list-style-type: none"> • To define and explain the key concepts and principles of electronic banking. • To describe the trends in electronic banking. • To understand the regulatory framework governing electronic banking. • To discuss the ethical considerations and implications of electronic banking. • To evaluate the user interface and customer experience in electronic banking applications.

B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
Contemporary Research	<ul style="list-style-type: none"> • To conduct a comprehensive literature review on a contemporary topic of interest. • To evaluate existing research to identify gaps, trends, and areas for further exploration

	<ul style="list-style-type: none"> • To enhance critical thinking skills to analyze and critique contemporary research studies. • To formulate research questions or hypotheses relevant to contemporary issues. • To design a research plan, including sampling strategies, data collection methods, and ethical considerations. • Interpret research findings and draw meaningful conclusions. • Effectively communicates research ideas, methods, and findings through written reports and oral presentations.
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B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
Financial Management – I	<ul style="list-style-type: none"> • To understand the concept of finance • To evaluate the time value of money and its applications in financial decision-making. • To analyze the impact of dividend policy on shareholder wealth. • To explore various financial markets and instruments. • To identify and manage financial risks, including interest rate risk and foreign exchange risk. • To understand principles of corporate governance. • To analyze ethical considerations in financial decision-making.

B.Voc Semester: 5	
Title of the Course	<u>Course Objectives</u>
Banking & Financial Services – V	<ul style="list-style-type: none"> • To understand various financial markets, including money markets, capital markets and derivative markets. • To develop skills in financial statement analysis and financial modeling for assessing the financial health of individuals and businesses. • To understand the role of central banks and regulatory bodies in banking operations. • To apply knowledge of banking regulations and compliance requirements to ensure ethical and legal practices. • Gain knowledge of core banking functions, including deposit-taking, lending, and risk management.




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Course Objectives

B.Voc Semester: 6	
Title of the Course	<u>Course Objectives</u>
Organizational Behavior - II	<ul style="list-style-type: none">• To understand the fundamental concepts and theories of organizational behavior such as motivation, leadership, communication, group dynamics, and organizational culture.• To analyze and interpret organizational behavior concepts and theories in real-world situations through case studies and practical examples.• To apply the principles of organizational behavior to solve practical business problems and make informed decisions.• To develop effective leadership and management skills that foster collaboration, teamwork, and productivity among employees.• To understand how organizational culture affects employee behavior and performance and how to manage it effectively.

B.Voc Semester: 6

Title of the Course	<u>Course Objectives</u>
Vibrant Skills for Business	<ul style="list-style-type: none">• To develop a strategic business plan that aligns with how to conduct market research, analyze financial data, and create a comprehensive business plan• To enhance the leadership and management skills to effectively lead and motivate teams.• To enhance the problem-solving skills through critical thinking and decision-making exercises, including case studies and real-world scenarios.• To evaluate the project management skills, including planning, execution, monitoring, and closure.• Students will learn how to create project plans, manage project resources, monitor project progress, and close out projects successfully.

B.Voc Semester: 6

Title of the Course	<u>Course Objectives</u>
Advance Aspect of Computer	<ul style="list-style-type: none">• To enhance the skills and knowledge that acquire after completing a computer course.• To learn specialized topics in computer, such as Microsoft office.• To know the skills required to pursue further education in computer science or related fields.

B.Voc Semester: 6

Title of the Course	<u>Course Objectives</u>
Banking & Financial Services - VI	<ul style="list-style-type: none">• To learn about the financial markets including stocks, bonds, commodities, currencies, futures contracts, options contracts.• To analyze the financial statements, including balance sheets, income statements, and cash flow statements.• To understand that how to calculate financial ratios and interpret them.• To analyze the banking operations including deposits, loans, checking and savings accounts, and credit cards.• To develop the professional skills such as communication, teamwork, leadership, and problem-solving, which are essential for a successful career in the financial services industry.

B.Voc Semester: 6	
Title of the Course	<u>Course Objectives</u>
Investment Management	<ul style="list-style-type: none"> • To understand the principles of investment management such as asset allocation, diversification • To develop investment strategies those align with their financial goals and risk tolerance. • To analyze the investment opportunities • To understand investment regulation including legal and compliance issues. • To get idea about the career in investment management including roles in asset management, investment banking, and wealth management.

B.Voc Semester: 6	
Title of the Course	<u>Course Objectives</u>
International Banking course outcomes	<ul style="list-style-type: none"> • To understand the global banking system about the regulatory frameworks and other international banking standards. • To develop international banking trends, risks, and opportunities. • To learn how to use financial analysis tools to evaluate the financial performance of international banks. • To develop the skills in international banking communication for effective presentations. • To develop the skills to conduct research on international banking topics, using both primary and secondary sources.

B.Voc Semester: 6	
Title of the Course	<u>Course Objectives</u>
Financial Management - II	<ul style="list-style-type: none"> • To understand the financial statements and how they are prepared • To know about the principles of financial planning and budgeting • The calculation and evaluation of the principles of capital budgeting • To learn how to manage working capital • To know about the management of cash flows and fund flow statements

B.Voc Semester: 6	
Title of the Course	<u>Course Objectives</u>
Contemporary Research – II	<ul style="list-style-type: none"> • To learn about the research process including research design, data collection, analysis, and interpretation. • To understand about the research methods, such as literature review, data analysis, and research writing. • Problem solving through critical thinking and analysis • To understand about the research is conducted in an ethical and responsible manner. • To know that the research should effectively communicate to different audiences, including academic and non-academic audiences.




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