STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086

B.COM   DEGREE

SYLLABUS

(Effective from the academic year 2019 – 2020)

COMPUTER APPLICATION IN FINANCE

CODE: 19CM/AC/CF45   **CREDITS: 5**
                                                                                                       L T P: 2 0 4
                                                                          TOTAL TEACHING HOURS: 78

OBJECTIVES OF THE COURSE

 ➢ To impart knowledge to the students on computer skills relating to business environment
 ➢ To provide students hands on experience on current analytical tools for interpretation of financial situation
 ➢ To expose students to the tools for financial data analysis and reporting techniques

COURSE LEARNING OUTCOMES
On successful completion of this course, students will be able to

 ➢ Analyse the company's financial position.
 ➢ Identify and utilize appropriate technology for effective decision-making and improved performance
 ➢ Effectively use the accounting package – Tally
 ➢ Use business forecasting techniques

Unit   1   **(16 Hours)**
  Accounting Package – Tally
  1.1 Introduction to Tally - Creation, Alteration and Deletion of a Company
  1.2 Creation , Alteration and Deletion of Group and Ledger
  1.3 Accounting Vouchers – Types, Voucher Entry
  1.4 Preparation of Financial Statement – Day Book, Trial Balance, Profit and Loss and Balance Sheet
  1.5 Importing Data from Accounting and Other Application System
  1.6 Data Validation
Unit 2   **(16 Hours)**
  MS Excel for Financial Statement and Business Forecasting
   2.1 Techniques of Financial Statement Analysis –
       2.1.1 Comparative Statement
       2.1.2 Common Size Statement
       2.1.3 Trend Percentage.
   2.2 Preparation of Master Budget – Production Budget, Sales Budget, Flexible Budget and Cash Budget
Unit 3
  Business Evaluation Technique using Excel   **(16 Hours)**
  3.1 Time Value of Money

3.1.1 Future Value

3.1.2 Present Value

3.2 Evaluation Techniques – Pay Back Period, Net Present Value and IRR

3.3 Financial Functions - Pivot table

Unit 4

Data analysis and Reporting features using Excel   (15 Hours)

4.1 Creation of Spread sheet

4.1.1 Ratio Analysis

4.1.2 Payroll Analysis

4.1.3 Capital Budget

4.1.4 Depreciation – Written Down Value

4.2 Cash Flow Analysis

Unit 5

CAAT Tools   (15 Hours)

5.1 An Introduction – Analytical Report, Duplicates Gaps, Sorting and Charting

5.2 Stratification, Summarization, Statistics and Aging

BOOKS FOR STUDY

Nadhani, A.K. *Implementing Tally. ERP*. BPB Publication, 2017

Rajaraman, V. *Introduction to Information Technology*, 3rd edition. PHI, 2018

BOOKS FOR REFERENCE

Rizwan P. Ahmed, *Computer Application in Business with Tally ERP 9*, Margham
 Publication

Sadagopalan, S. *Management Information System*. PHI

Eliason, A.L., On – line Business Computer Application Science Research Associates
 Chicago.

Curtis D. Frye, *Step by Step Microsoft Excel 2010*, PHI

PATTERN OF ASSESSMENT

Continuous Assessment Test: Total Marks: 50   Duration: 90 minutes (Only Practicals)

Section A - 2 x 5   = 10 (no choice)

Section B - 2 x 10 = 20 (from a choice of three questions)

Section C - 1 x20 = 20 (from a choice of two questions)

Other Components: Total Marks: 50

Assignments /Practical Test

End Semester Examination: Total Marks: 100   Duration: 3 hours (Only Practicals)

Section A –   4 x 5   = 20 Marks (no choice)

Section B –   4 x 10 = 40 Marks (from a choice of six questions)

Section C –   2 x 20 = 40 Marks (from a choice of four questions)