

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600086
B.Com (A & F) DEGREE: ACCOUNTING AND FINANCE

SYLLABUS
(Effective from the academic year 2015-2016)

FINANCIAL CONCEPTS AND PRACTICES

CODE: 15CM/ME/FC55

CREDIT:5
L T P : 4 1 0
TOTAL TEACHING HOURS : 65

OBJECTIVES OF THE COURSE

- To enable students to learn the practical aspect of financial concepts
- To provide an insight in to financial aspects and help to attain lucrative job opportunities in finance industries

Unit 1

Basic Financial Concepts (13 hrs)

- 1.1 Meaning of Finance, Money, Income, Expenditure, Savings
- 1.2 Terms- Accounts, Book-Keeping, Transactions, Journal and Ledger
- 1.3 Introduction to Trading, Profit and Loss Account and Balance Sheet

Unit 2

Banking (12 hrs)

- 2.1 Banking Terms – Deposit, Clearing, Credit, Debit, Passbook, Tenure, Maturity
- 2.2 Types of Accounts
 - 2.2.1 Savings Bank Account-Facilities
 - 2.2.2 Fixed Deposit Account-Meaning, Features and Method of Operation,
 - 2.2.3 Recurring Deposit Account- Meaning, Features and Method of Operation
- 2.3 Crossing of Cheque
- 2.4 Demand Draft- Meaning, Procedure for getting Payment and Receipt through Banks

Unit 3

Electronic Money (10 hrs)

- 3.1 Net Banking applying for Credit Card, Usage- Online Payments, Cash Withdrawals, Credit Card Bills
- 3.2 Debit Cards
- 3.3 ATM Cards – Working, Usage, and Charges
- 3.4 Mobile Money

Unit 4

Loans and Investments

(15 hrs)

- 4.1 Type of Loans and Repayment
- 4.2 Investment Common Terms- Stock, Shares/Stock/Equity, SENSEX, NIFTY, Dividends, IPO, DEMAT Account, Investing through Mutual Funds, Stocks

UNIT 5

(15 hrs)

- 5.1 Time Value of Money – Meaning and Importance, Compounding, Power of Compounding, Interest
- 5.2 Insurance – Common Terms – Insurer, Insured, Risk, Premium, Sum Assured, Sum Insured, Claim, Insurance Policy, Types of Insurance-Working of Insurance
- 5.3 Taxation- Meaning and Importance
Types of tax – Direct, Indirect, VAT, Method of Collection/Payment, Terms – PAN, TDS, Returns, Rights and Obligation of a Tax Payer

TEXT BOOKS

Prof D.K. Chatterjee Basic Accounts & Finance for Non-Accountants, Himalaya Publishing House, 4th edition, 2011.

Dr. Arjun Saini, How to Read Balancesheet and other Financial Statements, Himalaya Publishing House, 1st edition 2013.

JOURNALS

1. The Chartered Accountant: Journal of the Institute of Chartered Accountants of India.
2. Indian Journal of Finance.
3. Journal of Accounting & Finance: **Research Development Association, Jaipur.**

WEBSITES

www.bloomberg.in

www.innotas.com

PATTERN OF EVALUATION

Continuous Assessment

Total Marks : 50

Duration : 90 mins.

Section A - 3 x 2 = 6 (no choice)

Section B - 3 x 8 = 24 (from a choice of four questions)

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

III Component Tests:

Seminars

Quiz

Group discussion

Assignments

Class Presentation

End Semester Examination:

Total Marks:100

Duration: 3 Hours

Section A – short answers (max. 30 words) - $10 \times 2 = 20$ Marks

Section B – Essay answers (Max.500 words) $5 \times 8 = 40$ Marks (From a choice of 7)

Section C – Essay answers (Max.1200 words) $2 \times 20 = 40$ Marks (From a choice of 4)