

AC – 24/11/2023  
Item No. – 7.1 (N)

# As Per NEP 2020

## University of Mumbai



### Title of the program

- A- U.G. Certificate in Accounting & Finance
- B- U.G. Diploma in Accounting & Finance
- C- B.Com. Accounting & Finance
- D- B.Com. (Hons.) in Accounting & Finance
- E- B.Com. (Hons. with Research) in Accounting & Finance

### Syllabus for B.COM (Accounting & Finance)

#### Semester – I & II

Ref: GR dated 20<sup>th</sup> April, 2023 for Credit Structure of UG

(With effect from the academic year 2024-25  
Progressively)

## University of Mumbai



(As per NEP 2020)

| Sr. No. | Heading                                | Particulars |   |
|---------|--|-------------|---|
| 1       | <b>Title of program</b><br>O: _____ A  | A           | <b>U.G. Certificate in Accounting &amp; Finance</b>   |
|         | O: _____ B                             | B           | <b>U.G. Diploma in Accounting &amp; Finance</b>   |
|         | O: _____ C                             | C           | <b>B.Com. Accounting &amp; Finance</b>  |
|         | O: _____ D                             | D           | <b>B.Com. (Hons.) in Accounting &amp; Finance</b>   |
|         | O: _____ E                             | E           | <b>B.Com. (Hons. with Research) in Accounting &amp; Finance</b>   |
| 2       | <b>Eligibility</b><br>O: _____ A       | A           | As per University rules and regulations issued from time to time.<br>OR<br>Passed Equivalent Academic Level 4.0 |
|         | O: _____ B                             | B           | Undergraduate Certificate in <b>Accounting &amp; Finance</b> Academic Level 4.5                                 |
|         | O: _____ C                             | C           | Undergraduate Diploma in <b>Accounting &amp; Finance</b> Academic Level 5.0                                     |
|         | O: _____ D                             | D           | Bachelor of <b>Accounting &amp; Finance</b> with minimum CGPA of 7.5 Academic Level 5.5                         |
|         | O: _____ E                             | E           | Bachelor of <b>Accounting &amp; Finance</b> with minimum CGPA of 7.5 Academic Level 5.5                         |
| 3       | <b>Duration of program</b><br>R: _____ | A           | One Year  |
|         |  | B           | Two Years   |
|         |  | C           | Three Years   |
|         |  | D           | Four Years  |
|         |  | E           | Four Years  |
| 4       | <b>Intake Capacity</b><br>R: _____     | <b>60</b>   |   |

|    |  |  |                                       |
|----|--|--|---------------------------------------|
| 5  | <b>Scheme of Examination</b><br>R: _____                   | NEP<br>40% Internal<br>60% External, Semester End Examination<br>Individual Passing in Internal and External Examination |                                       |
| 6  | R: _____ Standards of Passing                              | 40%  |                                       |
| 7  | Sem. I & II Credit Structure<br>R: _____ A<br>R: _____ B   | Attached herewith  |                                       |
|    | Sem. III & IV Credit Structure<br>R: _____ C<br>R: _____ D |  |                                       |
|    | Sem. V & VI Credit Structure<br>R: _____ E<br>R: _____ F   |  |                                       |
| 8  | <b>Semesters</b>   | A  | Sem I & II                            |
|    |  | B  | Sem I, II, III & IV                   |
|    |  | C  | Sem I, II, III, IV, V & VI            |
|    |  | D  | Sem I, II, III, IV, V, VI, VII & VIII |
|    |  | E  | Sem I, II, III, IV, V, VI, VII & VIII |
| 9  | <b>Program Academic Level</b>                              | A  | 4.5                                   |
|    |  | B  | 5.0                                   |
|    |  | C  | 5.5                                   |
|    |  | D  | 6.0                                   |
|    |  | E  | 6.0                                   |
| 10 | <b>Pattern</b>   | Semester   |                                       |
| 11 | <b>Status</b>  | New  |                                       |
| 12 | To be implemented from Academic Year Progressively         | From Academic Year: 2024-25  |                                       |

**Sign of the BOS**  
Dr. Arvindkumar  
Shankarlal Luhar  
Board of Studies:  
B.Com (Accounting &  
Finance)

**Sign of the**  
Offg. Associate Dean  
Dr. Ravikant Balkrishna  
Sangurde  
**Faculty of Commerce**

**Sign of the**  
Offg. Associate Dean  
Prin. Kishori Bhagat  
**Faculty of**  
**Management**

**Sign of the**  
Offg. Dean  
Prof. Kavita Laghate  
**Faculty of**  
**Commerce &**  
**Management**

# Preamble

## 1. Introduction

The complexities of the 21st-century business world demand a new kind of professionalism, and a Bachelor of Commerce (B.Com.) in Accounting and Finance program equips learners with the skills to excel on a global stage. This degree goes beyond basic accounting by focusing on the international landscape. Learners will gain a strong foundation in international accounting standards, financial regulations, and currency fluctuations, making learners an asset in a globalized marketplace. Furthermore, the program sharpens learner's data analysis skills, crucial for interpreting financial information, generating reports, and using accounting software – all essential for informed decision-making on a global scale.

## 2. Aims and Objectives

1. To prepare graduates for successful careers in accounting, finance, and related fields on a global scale.
2. Equip learners with a comprehensive understanding of accounting principles, financial management, cost accounting, taxation, and financial analysis.
3. Foster awareness of ethical and sustainable practices in global business operations.
4. Cultivate critical thinking and decision-making abilities for sound financial judgment in a global context.
5. Prepare students for pursuing professional certifications in accounting and finance (e.g., CA, CPA, CFA).

## 3. Learning and Outcomes

PO1: Learners will possess a comprehensive understanding of international accounting standards, financial regulations, and currency fluctuations, allowing them to analyze and navigate complex financial situations on a global scale.

PO:2 Learners will be equipped with strong analytical and data interpretation skills, enabling them to generate insightful financial reports, utilize accounting software effectively, and make informed financial decisions in a global context.

PO3: Communicate financial information effectively with diverse stakeholders in a globalized business environment.

PO4: Learners will apply ethical principles and sustainability considerations within accounting and finance, understanding their impact on global business operations.

PO5: Learners will be well-prepared to pursue professional certifications in accounting and finance (e.g., CA, CPA, CFA) and demonstrate the necessary skills and knowledge to succeed in the globalized accounting and finance professions.

## 4. Any other point (if any)

The future of finance is about more than just numbers. As a BAF learner, when coupled with certificate courses the learner is positioned to be at the forefront of emerging trends like blockchain technology for secure transactions, artificial intelligence for smarter financial modeling, and sustainable finance practices that prioritize environmental and social impact alongside profit. With a B. Com in Accounting and Finance, learner be equipped to not only navigate the traditional landscape but also shape the future of this dynamic field.

# 1) Credit Structure of the Program B. Com (Accounting & Finance) Sem I, II, III, IV, V & VI

Under Graduate Certificate in in Accounting & Finance

Credit Structure (Sem. I & II)

| R: _____ A |          |                                |           |       |     |  |                        |                      |                 |                   |
|------------|----------|--------------------------------|-----------|-------|-----|--|------------------------|----------------------|-----------------|-------------------|
| Level      | Semester | Major                          |           | Minor | OE  | VSC, SEC (VSEC)  | AEC, VEC, IKS          | OJT, FP, CEP, CC, RP | Cum. Cr. / Sem. | Degree/ Cum. Cr.  |
|            |          | Mandatory                      | Electives |       |     |  |                        |                      |                 |                   |
| 4.5        | I        | Financial Accounting-I (04)    |           |       | 2+2 | Vocational Skills in Accounting & Finance Paper –I (02)  | AEC :2, VEC :2, IKS: 2 | CC:2                 | 22              | UG Certificate 44 |
|            |          | Auditing-I (02)                |           |       |     | Vocational Skills in Accounting & Finance Paper –II (02) |                        |                      |                 |                   |
| R: _____ B |          |                                |           |       |     |  |                        |                      |                 |                   |
|            | II       | Financial Accounting - II (04) |           | 2     | 2+2 | Vocational Skills in Accounting Paper –III (02)          | AEC :2, VEC :2         | CC:2                 | 22              |                   |
|            |          | Auditing-II (02)               |           |       |     | Vocational Skills in Accounting & Finance Paper –IV (02) |                        |                      |                 |                   |
|            | Cum Cr.  | 12                             | -         | 2     | 8   | 4+4  | 4+4+2                  | 4                    | 44              |                   |

Exit option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Major and Minor

## Under Graduate Diploma in in Accounting &amp; Finance

## Credit Structure (Sem. III &amp; IV)

## Undergraduate Programs in University

| R: _____ C |            |                               |           |       |     |  |               |                      |                 |                  |
|------------|------------|-------------------------------|-----------|-------|-----|--|---------------|----------------------|-----------------|------------------|
| Level      | Sem ester  | Major                         |           | Minor | OE  | VSC, SEC (VSEC)  | AEC, VEC, IKS | OJT, FP, CEP, CC, RP | Cum. Cr. / Sem. | Degree/ Cum. Cr. |
|            |            | Mandatory                     | Electives |       |     |  |               |                      |                 |                  |
| 5.0        | III        | Financial Accounting-III (04) |           | 4     | 2+2 | Vocational Skills in Accounting & Finance Paper –V (02)  | AEC: 2        | FP: 2<br>CC:2        | 22              | UG Diploma 88    |
|            |            | Cost Accounting-I (04)        |           |       |     |  |               |                      |                 |                  |
|            | R: _____ D |                               |           |       |     |  |               |                      |                 |                  |
|            | IV         | Financial Accounting-IV (04)  |           | 4     | 2+2 | Vocational Skills in Accounting & Finance Paper –VI (02) | AEC: 2        | CEP: 2<br>CC:2       | 22              |                  |
|            | Cum Cr.    | 28                            |           | 10    | 12  | 6+6  | 8+4+2         | 8+4                  | 88              |                  |

Exit option; Award of UG Diploma in Major and Minor with 80-88 credits and an additional 4 credits core NSQF course/ Internship OR Continue with Major and Minor

**B.Com. (Accounting & Finance)**

**Credit Structure (Sem. V & VI)**

Undergraduate Programs in University

| R: _____ E  |              |  |           |       |     |  |                             |                              |                       |                         |
|---|--------------|--|-----------|-------|-----|--|-----------------------------|------------------------------|-----------------------|-------------------------|
| Level   | Seme<br>ster | Major  |           | Minor | OE  | VSC, SEC<br>(VSEC)   | AE<br>C,<br>VE<br>C,<br>IKS | OJT,<br>FP,<br>CEP,<br>CC,RP | Cum.<br>Cr. /<br>Sem. | Degree<br>/ Cum.<br>Cr. |
|   |              | Mandatory  | Electives |       |     |  |                             |                              |                       |                         |
| 5.5   | V            | Financial Accounting V (04)                        | 4         | 4     | 2+2 | Vocational Skills in Accounting & Finance Paper – VII (02) |                             | FP/CEP :2                    | 22                    | UG Degree 132           |
|   |              | Direct & Indirect Tax- I (Direct Tax) (04)         |           |       |     |  |                             |                              |                       |                         |
| R: _____ F  |              |  |           |       |     |  |                             |                              |                       |                         |
|   | VI           | Financial Accounting VI (04)                       | 4         | 4     | 2+2 |  |                             | OJT :4                       | 22                    |                         |
|   |              | Direct & Indirect Tax- II (Indirect Tax) (04) (04) |           |       |     |  |                             |                              |                       |                         |
|   |              | Management Accounting II (02)                      |           |       |     |  |                             |                              |                       |                         |
|   | Cum Cr.      | 48   | 8         | 18    | 12  | 8+6  | 8+4+2                       | 8+6+4                        | 132                   |                         |
| <b>Exit option: Award of UG Degree in Major with 132 credits OR Continue with Major and Minor</b> |              |  |           |       |     |  |                             |                              |                       |                         |

[Abbreviation - OE – Open Electives, VSC – Vocation Skill Course, SEC – Skill Enhancement Course, (VSEC), AEC – Ability Enhancement Course, VEC – Value Education Course, IKS – Indian Knowledge System, OJT – on Job Training, FP – Field Project, CEP – Continuing Education Program, CC – Co-Curricular, RP – Research Project ]

# Sem. - I

munotes.in

|                               |   |                             |           |
|-------------------------------|---|-----------------------------|-----------|
| <b>Course</b>                 | <b>Financial Accounting-I (Semester I; Level 4.5)</b>                                 | <b>Credits</b>              | <b>04</b> |
| <b>Type</b>                   | <b>Major: Mandatory</b>   | <b>No of Teaching hours</b> | <b>60</b> |
| <b>Evaluation/ Assessment</b> | <b>100 marks- 60 marks semester end evaluation and 40 marks continuous evaluation</b> |                             |           |

### Course Objectives

|     |   |
|-----|---|
| CO1 | To recognize the fundamental accounting concepts and conventions in financial reporting and understand its applicability. To articulate the applicability and valuation of selected Accounting Standards. |
| CO2 | To ascertain the process of preparation of final accounts for a proprietary manufacturing firm.   |
| CO3 | To employ the principles of departmental accounting involving expenses and inter-departmental transactions while preparing the final accounts of the departmental store.                                  |
| CO4 | To illustrate the principles of hire purchase accounting through the preparation of journal, ledger, and disclosure in the balance sheet in the books of hirer and vendor.                                |

### Learning Outcomes

|     |  |
|-----|--|
| LO1 | The learner will be able to identify and explain the various accounting concepts and conventions applicable to the accounting system. The learner will be able to identify, summarize, distinguish the purpose of policies and compute the valuation of selected Accounting Standards. |
| LO2 | The learner will be able to calculate the profit/loss of the manufacturing firm and prepare its final accounts.  |
| LO3 | The learner will be able to figure out the impact of inter-departmental transfers and prepare the final accounts of the departmental store.  |
| LO4 | The learner will be able to calculate the interest on the outstanding balance and prepare the journal, and ledger in the books of the hirer and vendor involved in the hire purchase system.   |

### MODULES AT GLANCE

| <b>Module No</b> | <b>Content</b>  | <b>No of Hours</b> |
|------------------|---|--------------------|
| 1                | Introduction to Accounting Concepts and Accounting Standards. | 15                 |
| 2                | Final Accounts of Manufacturing Concern.                      | 15                 |
| 3                | Departmental Accounts.  | 15                 |
| 4                | Accounting for Hire Purchase.                                 | 15                 |
|                  |   | <b>60</b>          |

| Module No | Content   | No of Hours |
|-----------|---|-------------|
| 1         | <p><b><u>Introduction to Accounting Concepts &amp; Accounting Standards.</u></b></p> <ul style="list-style-type: none"> <li>• Brief Overview of Accounting Concepts and Conventions.</li> <li>• Meaning and Classification - Capital, Revenue: Expenditure and Receipts, Profit and Loss.</li> <li>• Accounting Standard (AS) and Ind-AS &amp; IFRS – An Introduction, Concepts and Benefits.</li> <li>• AS – 1 Disclosure of Accounting Policies. (Inclusive of small case studies)</li> <li>• AS – 2 Valuation of Inventories. (Inclusive of small case studies)</li> <li>• AS - 9 Revenue Recognition. (Inclusive of small case studies)</li> <li>• Meaning of Inventories</li> <li>• Cost for Inventory Valuation.</li> <li>• Inventory Systems: Periodic Inventory System and Perpetual Inventory System Valuation: Meaning, Importance and Difference.</li> <li>• Methods of Stock Valuation as per AS – 2: (Practical Illustrations)</li> <li>• FIFO and Weighted Average Method only.</li> <li>• Computation of Valuation of Inventory as on Balance Sheet Date: (If Inventory is taken on a Date After the Balance Sheet or Before the Balance Sheet)</li> </ul> | 15          |
| 2.        | <p><b><u>Final Accounts of Manufacturing Concern</u></b></p> <ul style="list-style-type: none"> <li>• Introduction and meaning.</li> <li>• Components of Final Accounts of Manufacturing Concern (Proprietary Firm).</li> <li>• Closing and Adjustment Entries in Final Accounts of Manufacturing Concern.</li> <li>• Preparation of Trading Account, Manufacturing Account, Profit &amp; Loss Account and Balance Sheet.</li> </ul>  | 15          |
| 3.        | <p><b><u>Departmental Accounts</u></b></p> <ul style="list-style-type: none"> <li>• Introduction and meaning.</li> <li>• Basic Principles of Departmental Accounts.</li> <li>• Allocation of Expenses.</li> <li>• Inter-Departmental Transfers at Cost / Invoice Price.</li> <li>• Preparation of Final Accounts.</li> </ul>  | 15          |
| 4         | <p><b><u>Accounting for Hire Purchase</u></b></p> <ul style="list-style-type: none"> <li>• Introduction and meaning.</li> <li>• Basic Principles of Hire Purchase Accounting.</li> <li>• Methods of accounting for hire purchase.</li> <li>• Calculation of interest.</li> <li>• Accounting for hire purchase transactions by asset purchase method based on full cash price.</li> <li>• Journal entries, ledger accounts and disclosure in balance sheet for hirer and vendor (excluding default, repossession and calculation of cash price).</li> </ul>  | 15          |

**Reference Books:**

1. Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi
3. Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
4. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai
5. Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd., New Delhi
6. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai
7. Jha, Luhar & Sharma, Financial Accounting -I, Himalayan Publication, Mumbai.
8. Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi
9. Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc
10. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Ashok Shehgal, Mayur Paper Back, Noida
11. Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai
12. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi
13. Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi
14. Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi

Semester End External - 60 marks

Time: 2:00 hrs

Format of Question Paper: for the final examination

Attempt any 4 out of 6 questions.

| Question No | Questions         | Marks     |
|-------------|-------------------|-----------|
| Q1          | Practical/ Theory | 15        |
| Q2          | Practical/ Theory | 15        |
| Q3          | Practical/ Theory | 15        |
| Q4          | Practical/ Theory | 15        |
| Q5          | Practical/ Theory | 15        |
| Q6          | Practical/ Theory | 15        |
|             | <b>TOTAL</b>      | <b>60</b> |

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

**Continuous Evaluation: Internal (40 marks)**

|   | Assessment/ Evaluation  | Marks |
|---|---|-------|
| 1 | Class Test during the lectures. (Physical/ Online mode)<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles) | 20    |
| 2 | Participation in Workshop/ Conference/Seminar, Assignment & Viva.<br>(Physical/Online mode)                                       | 10    |
| 3 | Participation in Case Study/ Field Visit /Certificate Course. (Physical/Online mode)  | 10    |

|                               |   |                             |           |
|-------------------------------|---|-----------------------------|-----------|
| <b>Course</b>                 | <b>Auditing- I (Semester I; Level 4.5)</b>  | <b>Credits</b>              | <b>02</b> |
| <b>Type</b>                   | <b>Major: Mandatory</b>   | <b>No of Teaching hours</b> | <b>30</b> |
| <b>Evaluation/ Assessment</b> | <b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b> |                             |           |

### Aims and Objectives

|     |  |
|-----|--|
| CO1 | To introduce basics of auditing, principles of auditing, types of audits and types of errors and frauds.   |
| CO2 | To enable learners to plan the audit, know the procedures required to conduct an audit and maintenance of required documentation as per SA for audit evidence. |

### Learning Outcomes

|     |  |
|-----|--|
| LO1 | Learners will be able understand the meaning, need for, importance, types of auditing and distinguish between errors and frauds.               |
| LO2 | Learners will be understanding how an auditor should plan an audit, conduct audit procedures and prepare documentation required as per SA 230. |

### MODULES AT GLANCE

| <b>Module No</b> | <b>Unit</b> | <b>Content</b>   | <b>No of Hours</b> |
|------------------|-------------|--|--------------------|
| 1                | I           | Introduction to Auditing   | 08                 |
|                  | II          | Principles of Audit  | 07                 |
| 2                | III         | Audit Planning, Procedures and Documentation: Audit planning & program | 08                 |
|                  | IV          | Audit Planning, Procedures and Documentation: Audit working papers     | 07                 |
|                  |             |  | <b>30</b>          |



**Reference Books:**

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

| Question No | Questions         | Marks     |
|-------------|-------------------|-----------|
| Q1          | Practical/ Theory | 15        |
| Q2          | Practical/ Theory | 15        |
| Q3          | Practical/ Theory | 15        |
|             | <b>TOTAL</b>      | <b>30</b> |

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

|    | Assessment/ Evaluation   | Marks     |
|----|--|-----------|
| 1. | Class Test during the lectures. (Physical/ Online mode).<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles) | 10        |
| 2. | Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)                  | 10        |
|    | <b>TOTAL</b>   | <b>20</b> |

|                               |  |                             |           |
|-------------------------------|--|-----------------------------|-----------|
| <b>Course</b>                 | <b>Vocational Skills in Accounting and Finance Paper – I (Introduction to Financial Functions) (Semester I; Level 4.5)</b> | <b>Credits</b>              | <b>02</b> |
| <b>Type</b>                   | <b>VSC, SEC: (VSEC)</b>  | <b>No of Teaching hours</b> | <b>30</b> |
| <b>Evaluation/ Assessment</b> | <b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b>                                      |                             |           |

### Preface

The complexity of financial data and the increasing demand for data-driven insights make Excel proficiency a vital skill across industries. In today's digital age, proficiency in Microsoft Excel has become an indispensable skill, particularly for individuals pursuing careers in finance and business.

This course aims to fulfill the need for Excel proficiency among new generation learners, preparing them for the challenges of the modern workplace. By the end of the course, learners will emerge with the confidence and proficiency to leverage Excel as a powerful tool for financial analysis and reporting. Whether they are aspiring finance professionals, business analysts, or entrepreneurs, this course will provide them with a competitive edge in today's data-driven economy.

### Aims and Objectives

|     |   |
|-----|---|
| CO1 | To familiarize learners with the Excel interface and basic functions.                     |
| CO2 | To enable learners to use Excel for arithmetic operations, data analysis, and formatting. |
| CO3 | To introduce learners to financial functions manually and in excel.                       |

### Learning Outcomes

On successful completion of the course,

|     |   |
|-----|---|
| LO1 | Learners will proficiently navigate the Excel interface, utilizing tabs and functions effectively.  |
| LO2 | Learners will be able to perform arithmetic operations and data analysis tasks using Excel, enhancing their analytical skills.                |
| LO3 | Learners will be able to use Excel functions for financial calculations, enhancing their financial analysis and decision-making capabilities. |

| Module No                              | Content  | No of Hours |
|--|--|-------------|
| 1. <b>Excel Basics</b>                 | <ul style="list-style-type: none"> <li>• Introduction to Excel</li> <li>• Understanding the Excel interface: Tabs and its function.</li> <li>• Basic Excel functions and formulas: Arithmetic Operations, SUM Function, Average Function, MAX/MIN Function, Count Function.</li> <li>• Use of Artificial Intelligence Tool for generating formulas and custom formatting.</li> <li>• Formatting in Excel: Table, Rows and Layout.</li> </ul> | 15          |
| 2. <b>Financial Functions in Excel</b> | <ul style="list-style-type: none"> <li>• Understanding financial functions: Present Value, Future Value, Net Present Value and Internal Rate of Return and its calculation manual and using excel.</li> <li>• Depreciation functions: Straight Line Depreciation and Reducing Balance method and its calculation manual and using excel.</li> </ul>  | 15          |

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required.)

Information: Model question paper for external exam will be provided during the workshops.

#### Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2019 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouser
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

| Question No | Questions         | Marks     |
|-------------|-------------------|-----------|
| Q1          | Practical/ Theory | 15        |
| Q2          | Practical/ Theory | 15        |
| Q3          | Practical/ Theory | 15        |
|             | <b>TOTAL</b>      | <b>30</b> |

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

|    | <b>Assessment/ Evaluation</b>   | <b>Marks</b> |
|----|---|--------------|
| 1. | Class Test during the lectures. (Physical/ Online mode).<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/<br>puzzles) | 10           |
| 2. | Participation in Workshop/ Conference/Seminar/ Case Study/Field<br>Visit/ Certificate Course. (Physical/Online mode)                  | 10           |
|    | <b>TOTAL</b>  | <b>20</b>    |

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|                                   |  |                                 |           |
|-----------------------------------|--|---------------------------------|-----------|
| <b>Course</b>                     | <b>Vocational Skills in Accounting &amp; Finance Paper – II<br/>(Preparation of Financial Budgets) (Semester I;<br/>Level 4.5)</b> | <b>Credits</b>                  | <b>02</b> |
| <b>Type</b>                       | <b>VSC, SEC: (VSEC)</b>  | <b>No of Teaching<br/>hours</b> | <b>30</b> |
| <b>Evaluation/<br/>Assessment</b> | <b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b>  |                                 |           |

### Preface

In today's fast-paced business environment, organizations rely heavily on accurate financial budgets to make informed decisions and allocate resources effectively. Excel has emerged as the go-to tool for budget preparation due to its versatility and powerful features. This course aims to equip learners with the excel skills needed to excel in financial budgeting and analysis.

Through this course, learners will not only gain a solid understanding of financial budgeting fundamentals but also master the use of Excel for budget preparation. They will learn to set up excel worksheets, import data from various sources, and utilize Excel's functions for efficient data analysis. Additionally, learners will be trained to create Pivot tables and charts to visualize budgetary information effectively.

The need for this course is evident in today's job market, where employers seek candidates with strong excel skills for financial analysis roles. By enhancing their excel proficiency, learners will not only increase their employability but also improve their efficiency and accuracy in financial budgeting tasks.

### Aims and Objectives

|     |  |
|-----|--|
| CO1 | To introduce learners to the fundamentals and preparation of financial budgets.  |
| CO2 | To equip learners with the skills to set up excel worksheets and convert data from various sources into excel.                     |
| CO3 | To train learners in the preparation of financial budgets using Excel, leveraging its functionalities for efficient data analysis. |
| CO4 | To enable learners to analyze data, create Pivot tables, and generate charts to visualize budgetary information effectively.       |

### Learning Outcomes

On successful completion of the course,

|     |   |
|-----|---|
| LO1 | Learners will be able to summarize, compare and contrast different components of financial budgets.   |
| LO2 | Learners will acquire the skills to set up excel worksheets and import data from different sources, ensuring accuracy and efficiency in budget preparation.   |
| LO3 | Learners will be proficient in preparing financial budgets using excel, utilizing its features for accurate calculations and data organization.               |
| LO4 | Learners will be able to analyze budgetary data, create Pivot tables, and generate charts in excel to effectively visualize and interpret budget information. |

| Module No                                     | Content  | No of Hours |
|---|--|-------------|
| 1. <b>Introduction to Financial Budgeting</b> | <ul style="list-style-type: none"> <li>• Understanding the concept of financial budgeting</li> <li>• Importance and benefits of budgeting</li> <li>• Types of budgets.</li> <li>• Preparation of Flexible Budget and Sales Budget manually.</li> </ul>                     | 15          |
| 2. <b>Preparation of Budgets in Excel</b>     | <ul style="list-style-type: none"> <li>• Setting up a worksheet or converting data from picture into excel.</li> <li>• Preparation of Flexible Budget and Sales Budget in excel.</li> <li>• Analyse Data using Excel.</li> <li>• Prepare Pivot table and chart.</li> </ul> | 15          |

(Note:

The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

### References

1. Introduction to Financial Planning by Indian Institute of Banking & Finance
2. David N. Hyman: Public Finance A Contemporary Application of theory of policy, Krishna Offset, Delhi
3. Hoiughton E.W. (1998) : Public Finance, Penguin, Baltimore
4. Hajela T.N: Public Finance – Anne Books Pvt. Ltd
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Mastering Microsoft Excel Functions and Formulas 2010 by Web Tech Solutions
7. Microsoft Excel: Shortcut keys and Formulas 2021 by Kabir Das

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

| Question No  | Questions         | Marks     |
|--------------|-------------------|-----------|
| Q1           | Practical/ Theory | 15        |
| Q2           | Practical/ Theory | 15        |
| Q3           | Practical/ Theory | 15        |
| <b>TOTAL</b> |                   | <b>30</b> |

### Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks

and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.

3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

|    | <b>Assessment/ Evaluation</b>   | <b>Marks</b> |
|----|---|--------------|
| 1. | Class Test during the lectures. (Physical/ Online mode).<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/<br>puzzles) | 10           |
| 2. | Participation in Workshop/ Conference/Seminar/ Case Study/Field<br>Visit/ Certificate Course. (Physical/Online mode)                  | 10           |
|    | <b>TOTAL</b>  | <b>20</b>    |

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# SEMESTER II

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|                               |  |                             |           |
|-------------------------------|--|-----------------------------|-----------|
| <b>Course</b>                 | <b>Financial Accounting II (Semester II; Level 4.5)</b>                                | <b>Credits</b>              | <b>04</b> |
| <b>Type</b>                   | <b>Major: Mandatory</b>  | <b>No of Teaching hours</b> | <b>60</b> |
| <b>Evaluation/ Assessment</b> | <b>100 marks - 60 marks semester end evaluation and 40 marks continuous evaluation</b> |                             |           |

### Aims and Objectives

|     |  |
|-----|--|
| CO1 | To have a comprehensive understanding of accounting from incomplete records, with the ability to apply the conversion method effectively and prepare its final accounts.                                   |
| CO2 | To comprehend the accounting entries from consignor and consignee perspectives and apply the appropriate valuation techniques for the goods under consignment sales.                                       |
| CO3 | To understand the characteristics of dependent branches and apply specific accounting methods for the preparation of the books of accounts.  |
| CO4 | To classify and analyse the theoretical implications of various types of losses covered under fire insurance. For computing the loss of stock caused by a fire incident and ascertainment of claim amount. |

### Learning Outcomes

|     |   |
|-----|---|
| LO1 | The learner will be able to recall, and summarize the key concepts related to accounting from incomplete records and solve practical problems related to the preparation of final accounts of Proprietary Trading Concerns.   |
| LO2 | The learner will be able to apply the accounting principles and valuation techniques appropriately while recording journal entries and preparing ledger accounts in the books of consignor and consignee.   |
| LO3 | The learner will be able to define and articulate the characteristics that distinguish a dependent branch within a business structure and solve practical problems related to the preparation of accounts of the dependent branch in the books of the head office, demonstrating proficiency in implementing the Debtor's method and Stock & Debtor's method. |
| LO4 | The learner will be able to summarize the theoretical aspects of different types of losses covered under fire insurance and break down the components of a fire insurance claim. The learner will be able to calculate the loss of stock caused by a fire incident and prepare the statement of claim to be made to the insurance company.                    |

**MODULES AT GLANCE**

| Module No | Content                             | No of Hours |
|-----------|-------------------------------------|-------------|
| 1         | Accounting from Incomplete Records. | 15          |
| 2         | Consignment Accounts.               | 15          |
| 3         | Branch Accounts.                    | 15          |
| 4         | Fire Insurance Claim.               | 15          |
|           |                                     | <b>60</b>   |

| Module No | Content   | No of Hours |
|-----------|---|-------------|
| 1         | <p><b><u>Accounting from Incomplete Records</u></b></p> <ul style="list-style-type: none"> <li>• Introduction and meaning.</li> <li>• Problems on preparation of final accounts of Proprietary Trading Concern (conversion method).</li> </ul>  | 15          |
| 2.        | <p><b><u>Consignment Accounts</u></b></p> <ul style="list-style-type: none"> <li>• Introduction and Meaning.</li> <li>• Accounting for consignment transactions.</li> <li>• Valuation of stock, Invoicing of goods at higher price. (excluding overriding commission, normal loss and abnormal loss).</li> </ul>  | 15          |
| 3.        | <p><b><u>Branch Accounts</u></b></p> <ul style="list-style-type: none"> <li>• Introduction and Meaning.</li> <li>• Classification of branch.</li> <li>• Accounting for Dependent Branch not maintaining full books: Debtors method and Stock &amp; Debtors method.</li> </ul>   | 15          |
| 4         | <p><b><u>Fire Insurance Claim</u></b></p> <ul style="list-style-type: none"> <li>• Introduction and Meaning.</li> <li>• Types of Losses- Loss of Life, Assets, Stock &amp; Profit. (Theoretical Aspects)</li> <li>• Computation of Loss of Stock by Fire.</li> <li>• Ascertainment of Claim as per the Insurance Policy. (exclude loss of profit and consequential loss)</li> </ul> | 15          |

**Reference Books**

1. Introduction to Accountancy by T. S. Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill & Co. Ltd., Mumbai Financial Accounting by Lesile Chandwichk, Pentice Hall of India Adin Bakley (P) Ltd.
4. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
5. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi
6. Financial Accounting by Monga, J.R. Ahuja, Girish Ahuja and Shehgal Ashok, Mayur Paper Back
7. Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi.
8. Introduction to Financial Accounting by Horngren, Pearson Publications.
9. Financial Accounting by M. Mukherjee. M. Hanif. Tata McGraw Hill Education Private Ltd; New Delhi

**Semester End External - 60 marks****Time: 2:00 hrs****Format of Question Paper:** for the final examination**Attempt any 4 out of 6 questions.**

| Question No | Questions         | Marks     |
|-------------|-------------------|-----------|
| Q1          | Practical/ Theory | 15        |
| Q2          | Practical/ Theory | 15        |
| Q3          | Practical/ Theory | 15        |
| Q4          | Practical/ Theory | 15        |
| Q5          | Practical/ Theory | 15        |
| Q6          | Practical/ Theory | 15        |
|             | <b>TOTAL</b>      | <b>60</b> |

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problem.

**Continuous Evaluation: Internal (40 marks)**

|   | Assessment/ Evaluation  | Marks |
|---|---|-------|
| 1 | Class Test during the lectures. (Physical/ Online mode)<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ Puzzles) | 20    |
| 2 | Participation in Workshop/ Conference/Seminar, Assignment & Viva.<br>(Physical/Online mode)                                       | 10    |
| 3 | Participation in Case Study/ Field Visit /Certificate Course.<br>(Physical/Online mode)   | 10    |

|                               |   |                             |           |
|-------------------------------|---|-----------------------------|-----------|
| <b>Course</b>                 | <b>Auditing -II (Semester II; Level 4.5)</b>  | <b>Credits</b>              | <b>02</b> |
| <b>Type</b>                   | <b>Major: Mandatory</b>   | <b>No of Teaching hours</b> | <b>30</b> |
| <b>Evaluation/ Assessment</b> | <b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b> |                             |           |

### Aims and Objectives

|     |   |
|-----|---|
| CO1 | To examine the internal controls, internal checks basics of a continual improvement process and determine the audit technique, assess the ledger and interpret the transaction. |
| CO2 | To learn how to vouch the transactions (income and expenses) and to use the technique of verification for ascertainment of the value of assets and liabilities.                 |

### Learning Outcomes

|     |  |
|-----|--|
| LO1 | Learners will be able to assess internal Control, Internal Check and determine the audit technique. Apply the logic of Journal & Ledger postings for Reading of Ledger accounts. |
| LO2 | Learners will be able to find out true and fair financial position of the company by vouching the income and expenses and by verification of the assets and liabilities.         |

### MODULES AT GLANCE

| <b>Module No</b> | <b>Unit</b> | <b>Content</b>            | <b>No of Hours</b> |
|------------------|-------------|---------------------------|--------------------|
| 1                | I           | Auditing Techniques       | 15                 |
|                  | II          | Reading of Ledger Account | 05                 |
| 2                | III         | Vouching                  | 05                 |
|                  | IV          | Verification              | 05                 |
|                  |             |                           | <b>30</b>          |



**Reference Books**

1. Contemporary Auditing by Kamal Gupta, Tata Mc-Graw Hill, New Delhi
2. A Handbook of Practical Auditing by B.N. Tandon, S. Chand and Company, New Delhi
3. Fundamentals of Auditing by Kamal Gupta and Ashok Arora, Tata McGraw Hill, New Delhi
4. Auditing: Principles and Practice by Ravinder Kumar, Virender Sharma, PHI Learning Pvt. Ltd., New Delhi
5. Auditing and Assurance for CA IPCC by Sanjib Kumar Basu, Pearson Education, New Delhi
6. Contemporary Auditing by Kamal Gupta, McGraw Hill Education Pvt. Ltd., New Delhi
7. Fundamentals of Auditing by Kamal Arora and Ashok Gupta, Tata McGraw Hill, New Delhi
8. Jha & Shah, (2018) Advance Auditing, Himalayan Publication, Mumbai.

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

| Question No  | Questions         | Marks     |
|--------------|-------------------|-----------|
| Q1           | Practical/ Theory | 15        |
| Q2           | Practical/ Theory | 15        |
| Q3           | Practical/ Theory | 15        |
| <b>TOTAL</b> |                   | <b>30</b> |

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

|              | Assessment/ Evaluation   | Marks     |
|--------------|--|-----------|
| 1.           | Class Test during the lectures. (Physical/ Online mode).<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles) | 10        |
| 2.           | Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)                  | 10        |
| <b>TOTAL</b> |  | <b>20</b> |

|                               |   |                             |           |
|-------------------------------|---|-----------------------------|-----------|
| <b>Course</b>                 | <b>Vocational Skills in Accounting &amp; Finance Paper – III (Introduction to Financial Forecasting) (Semester II; Level 4.5)</b> | <b>Credits</b>              | <b>02</b> |
| <b>Type</b>                   | <b>VSC, SEC: (VSEC)</b>   | <b>No of Teaching hours</b> | <b>30</b> |
| <b>Evaluation/ Assessment</b> | <b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b>   |                             |           |

### Preface

Proficiency in financial forecasting using Excel is a valuable skill sought after by employers in the finance industry. The ability to analyze data, identify trends, and make informed predictions is essential for roles such as financial analyst, budget analyst, and business planner. This course aims to enhance learners' employability by providing them with practical skills that are directly applicable in real-world financial scenarios.

This course introduces them to the significance of financial forecasting in decision-making within organizations. It emphasizes the role of forecasting in strategic planning and highlights the ethical considerations involved. They will explore various forecasting techniques, including straight-line, moving average, and time series analysis, along with their applications in sales forecasting and cash budgeting.

### Aims and Objectives

|     |   |
|-----|---|
| CO1 | To understand the significance of forecasting in financial decision-making and its role in strategic planning.                                |
| CO2 | To develop proficiency in using various forecasting techniques in finance, including straight-line, moving average, and time series analysis. |
| CO3 | To learn how to create accurate financial forecasts using excel, including trend analysis and the forecast function.                          |

### Learning Outcomes

On successful completion of the course, the learners will be able to

|     |  |
|-----|--|
| LO1 | Learners will be able to explain the importance of forecasting in financial management and identify its limitations and risks.                   |
| LO2 | Learners will be able to apply different forecasting techniques to real-world financial scenarios, such as sales forecasting and cash budgeting. |
| LO3 | Learners will be able to create and evaluate financial forecasts using excel, enhancing their analytical skills and decision-making abilities.   |

| Module No   | Content   | No of Hours |
|---|---|-------------|
| <b>1. Understand the Significance of Forecasting in Finance</b> | <ul style="list-style-type: none"> <li>• Role of forecasting in financial decision-making.</li> <li>• Limitations and risks associated with forecasting.</li> <li>• Ethical considerations involved in financial forecasting.</li> <li>• Types of Forecasting Techniques in Finance: Straight Line, Moving Average, Time series analysis, Sales Forecasting and Cash Budget. (Manual Calculations are expected).</li> </ul> | 15          |
| <b>2. Creating Forecasts using Excel.</b>                       | <ul style="list-style-type: none"> <li>• Trend analysis using excel.</li> <li>• Calculation of moving averages and forecast function in excel.</li> <li>• Forecasting Sales and Cash Budget using excel function.</li> <li>• Evaluation of model using Mean Absolute Percentage Error.</li> </ul>   | 15          |

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops

### Reference Books

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill (2013)
4. Mastering Office 2013 - GimiCouster
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra
6. Valuation: Measuring and Managing the value of Companies: Thomas Copeland- Wiley
7. The Handbook of Advance Business Valuation: Rovert F Reilly and Robert Swheish: Mc Graw hill
8. Business Valuation: Pitabas Mohanty- Taxmann
9. Valuation- Measuring and Managing the value of Companies : Tim Koller- Mc Kinsey & Co

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

| Question No  | Questions         | Marks     |
|--------------|-------------------|-----------|
| Q1           | Practical/ Theory | 15        |
| Q2           | Practical/ Theory | 15        |
| Q3           | Practical/ Theory | 15        |
| <b>TOTAL</b> |                   | <b>30</b> |

**Note**

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

|              | Assessment/ Evaluation   | Marks     |
|--------------|--|-----------|
| 1.           | Class Test during the lectures. (Physical/ Online mode).<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/ puzzles) | 10        |
| 2.           | Participation in Workshop/ Conference/Seminar/ Case Study/Field Visit/ Certificate Course. (Physical/Online mode)                  | 10        |
| <b>TOTAL</b> |  | <b>20</b> |

|                               |   |                             |           |
|-------------------------------|---|-----------------------------|-----------|
| <b>Course</b>                 | <b>Vocational Skills in Accounting &amp; Finance Paper – IV (Data Visualization) (Semester II; Level 4.5)</b> | <b>Credits</b>              | <b>02</b> |
| <b>Type</b>                   | <b>VSC, SEC: (VSEC)</b>   | <b>No of Teaching hours</b> | <b>30</b> |
| <b>Evaluation/ Assessment</b> | <b>50 marks - 30 marks semester end evaluation and 20 marks continuous evaluation</b>                         |                             |           |

### **Preface**

In the era of big data and information overload, the ability to effectively visualize and communicate financial data is a critical skill for professionals in any industry. This course on data visualization for finance introduces learners to the fundamental principles and techniques of visualizing financial data using tools like Excel.

By mastering data visualization techniques such as line charts, bar charts, and scatter plots, learners will enhance their analytical skills and gain a deeper understanding of financial trends and patterns. These skills are not only valuable in the field of finance but also in a wide range of industries where data-driven decision-making is essential.

Moreover, in today's digital age, employers are increasingly seeking candidates who can not only analyse data but also present it in a clear and compelling manner. This course is designed to equip learners with the skills they need to succeed in the modern workforce, where the ability to visualize data is a key asset.

### **Aims and Objectives**

|     |   |
|-----|---|
| CO1 | To understand the meaning, need, and principles of data visualization, specifically in the context of financial data.                   |
| CO2 | To familiarize learners with various types of financial data visualization techniques and their appropriate use in different scenarios. |
| CO3 | To develop proficiency in creating and reporting financial data using Excel and other visualization tools.                              |

### **Learning Outcomes**

On successful completion of the course, the learners will be able to

|     |  |
|-----|--|
| LO1 | Learners will be able to explain the importance of data visualization in financial analysis and decision-making.   |
| LO2 | Learners will be able to identify and apply the appropriate data visualization techniques for different types of financial data.   |
| LO3 | Learners will gain practical skills in creating and reporting financial data using a variety of charts and graphs, enhancing their ability to communicate complex financial information effectively. |

| Module No                                    | Content   | No of Hours |
|--|---|-------------|
| <b>1. Introduction to Data Visualization</b> | <ul style="list-style-type: none"> <li>• Meaning, Need, Importance and Principles of data visualization.</li> <li>• Types of Financial Data Visualization: Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts. (Need and when to use them)</li> </ul> | 15          |
| <b>2. Creating charts using excel.</b>       | <ul style="list-style-type: none"> <li>• Creating and reporting data using Line charts, Bar charts, Pie charts, histogram, scatter plot, area chart, radar chart and candlestick charts with excel/ other tools.</li> </ul>   | 15          |

(Note: The module/s are to be taught with the help of the computer wherever practical exposure is required)

Information: Model question paper for external exam will be provided during the workshops.

#### Reference books.

1. Quick course in Micro-soft office - Joyce Cox, Polly Orban
2. Office 2013 complete reference - Stephen L.Nelson
3. Rajkamal, Internet and web Technologies, Tata McGraw Hill
4. Mastering Office 2013 - GimiCouser
5. Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel 2019 by Naveen Mishra.

**Format of Question Paper:** for the final examination

**Attempt any 2 out of 3 questions.**

| Question No  | Questions         | Marks     |
|--------------|-------------------|-----------|
| Q1           | Practical/ Theory | 15        |
| Q2           | Practical/ Theory | 15        |
| Q3           | Practical/ Theory | 15        |
| <b>TOTAL</b> |                   | <b>30</b> |

#### Note

1. Equal Weightage is to be given to all the modules.
2. 15 marks question may be subdivided into 8 marks + 7 marks, 10 marks + 5 marks and 5 marks + 5 marks + 5 marks. Internal options may be given however it is not mandatory.
3. Use of simple calculator is allowed in the examination.
4. Wherever possible more importance is to be given to the practical problems.

**Continuous Evaluation through:**

|    | <b>Assessment/ Evaluation</b>   | <b>Marks</b> |
|----|---|--------------|
| 1. | Class Test during the lectures. (Physical/ Online mode).<br>(Short notes/ MCQ's/ Match the Pairs/ Answer in one sentence/<br>puzzles) | 10           |
| 2. | Participation in Workshop/ Conference/Seminar/ Case Study/Field<br>Visit/ Certificate Course. (Physical/Online mode)                  | 10           |
|    | <b>TOTAL</b>  | <b>20</b>    |

**Letter Grades and Grade Points:**

| <b>Semester GPA/ Programme CGPA<br/>Semester/ Programme</b> | <b>% of Marks</b> | <b>Alpha-Sign/<br/>Letter Grade Result</b> | <b>Grading<br/>Point</b> |
|---|-------------------|--|--------------------------|
| 9.00 - 10.00  | 90.0 - 100        | O (Outstanding)                            | 10                       |
| 8.00 - < 9.00   | 80.0 - < 90.0     | A+ (Excellent)                             | 9                        |
| 7.00 - < 8.00   | 70.0 - < 80.0     | A (Very Good)                              | 8                        |
| 6.00 - < 7.00   | 60.0 - < 70.0     | B+ (Good)                                  | 7                        |
| 5.50 - < 6.00   | 55.0 - < 60.0     | B (Above Average)                          | 6                        |
| 5.00 - < 5.50   | 50.0 - < 55.0     | C (Average)                                | 5                        |
| 4.00 - < 5.00   | 40.0 - < 50.0     | P (Pass)                                   | 4                        |
| Below 4.00  | Below 40.0        | F (Fail)                                   | 0                        |
| Ab (Absent)   | -                 | Ab (Absent)                                | 0                        |

## Signatures of Team Members

| Name                         | College Name  | Sign   |
|------------------------------|---|--|
| Dr. Arvind Luhar             | Ismail Yusuf College  |    |
| Dr. Nishikant Jha            | Thakur College of Science & Commerce                              |    |
| Dr. CA Mahesh Bhiwandikar    | K.M. Agarwal College  |    |
| Dr. Neetu Kapoor             | Bharat College  |    |
| Dr. Suresh Tukaram Nimbalkar | N.K. Varadkar College   |    |
| Dr. Ravindra Bambardekar     | Keraleeya Samaj Model College                                     |   |
| Dr. Navsin Mistry            | M V Mandali's College of Commerce and Science                     |  |
| Dr. Rajesh Mankani           | Lala Lajpatrai College of Commerce and Economics                  |  |
| CS Dr Lalita Mutreja         | Sahyadri Shikshan Seva Mandal's Arts and Commerce Collège Palghar |  |
| Mr. Suraj Agarwala           | B.K. Birla College (Empowered Autonomous)                         |  |
| Mr. Nirav Goda               | Thakur College of Science & Commerce (Autonomous)                 |  |

## Appendix B

## Justification for B.Com. (Accounting &amp; Finance)

|    |   |   |
|----|---|---|
| 1. | Necessity for starting the course:  | Mumbai is the financial capital of India, housing numerous financial institutions, banks, and multinational corporations. There is a constant demand for skilled professionals in accounting and finance to support these industries. The financial sector often faces skill gaps, and a dedicated program can help bridge these gaps by churning graduates with a strong foundation in accounting principles, financial analysis, and regulatory compliance. A Bachelor's program in Accounting and Finance can provide learners with the necessary knowledge and skills for a variety of roles such as accountants, financial analysts, auditors, and financial consultants. This can enhance employment opportunities for learners. The program can contribute to enhancing financial literacy among the general population by producing graduates who can educate others on financial matters, promoting responsible financial practices. |
| 2. | Whether the UGC has recommended the course:   | <b>Yes</b>  |
| 3. | Whether all the courses have commenced from the academic year 2024-25 onwards   | <b>Yes</b>  |
| 4. | The courses started by the University are self-financed, whether adequate number of eligible permanent faculties are available? | <b>Yes</b>  |
| 5. | To give details regarding the duration of the Course and is it possible to compress the course?                                 | <b>Course Duration: 4 years (as per NEP structure)</b>  |
| 6. | The intake capacity of each course and no. of admissions given in the current academic year:                                    | <b>60 per division</b>  |
| 7. | Opportunities of Employability / Employment available after undertaking these courses:  | A Bachelor's degree in Accounting and Finance opens the door to a wide array of promising employment opportunities across diverse sectors. <ul style="list-style-type: none"> <li>• Graduates can pursue careers as accountants, where they play a crucial role in preparing</li> </ul>   |

financial records and statements, ensuring compliance with accounting standards, and analyzing financial data to support strategic decision-making.

- Financial analysts are sought after to evaluate financial performance, conduct industry research, and provide recommendations for investment decisions.
- Opportunities also abound in auditing, where professionals examine financial statements for accuracy and compliance.
- Tax consultants assist individuals and organizations with tax planning and compliance, offering strategic advice on tax-saving measures.
- Other potential career paths include financial planning, risk analysis, treasury management, budget analysis, credit analysis, and roles in corporate finance.

The versatility of this degree equips graduates to explore various sectors, from corporate finance to consultancy, allowing them to contribute meaningfully to the financial success of organizations and individuals alike. Continuing education and pursuing professional certifications further enhance their marketability and potential for career growth.

**Sign of the BOS**  
**Dr. Arvindkumar**  
**Shankarlal Luhar**  
**Board of Studies:**  
**B.Com (Accounting &**  
**Finance)**

**Sign of the**  
**Offg. Associate Dean**  
**Dr. Ravikant Balkrishna**  
**Sangurde**  
**Faculty of Commerce**

**Sign of the**  
**Offg. Associate Dean**  
**Prin. Kishori Bhagat**  
**Faculty of**  
**Management**

**Sign of the**  
**Offg. Dean**  
**Prof. Kavita Laghate**  
**Faculty of**  
**Commerce &**  
**Management**