

SY B. Com (Accounting & Finance)		Semester IV	
Course Name: Information Technology in Accounting & Finance – III		Course Code: VGVUCFOE401	
Lectures per week (1 Lecture is of 60 minutes)		2	
Number of Credits		2	
Evaluation System	Assessment	Hours	Marks
	<ul style="list-style-type: none"> External Assessment 	2	60
	<ul style="list-style-type: none"> Internal Assessment 	-	40

Course Objectives:	
1	To understand the business Process Management, its principles, benefits, risks and challenges.
2	To understand the need of management information system.
3	Acquaintance with the need and importance of IT auditing and cyber laws.

<u>Units</u>	<u>Module</u>	<u>Lectures</u>
I	BUSINESS PROCESS <ul style="list-style-type: none"> Introduction, Definition and Meaning of business process Flow of business process for accounting, purchase, sales and finance, Classification of business processes Introduction, Definition and Meaning of Business Process Management, Principles and practices of Business Process Management Business Process Management life cycle Theories of Business Process Management Implementation of Business process Management – need, key factors and importance Automation of business Processes – benefits, risks, challenges accounting systems automation IT and Business Process Management Information systems – Meaning, Use of IT in accountancy 	10
II	CONCEPT OF MIS REPORTS IN COMPUTER ENVIRONMENT	10

	<ul style="list-style-type: none"> • Introduction • Concept of MIS, Need for MIS, Characteristic of MIS, Outputs of MIS • Role of MIS • Guidelines for Developing MIS reports • Functional Aspects of the MIS • Problems in MIS • Knowledge required for studying MIS • MIS and Compute 	
III	IT AND AUDITING <ul style="list-style-type: none"> • Need and importance of IT in auditing • Auditing in IT environment • Cyber laws 	10
Total No. of Lectures		30

Course Outcomes:	
	After the completion of the course, students will able to
CO1	Apply the concept of Business Process management in their respective areas
CO2	Monitor the existing system and apply MIS to make it a fruitful system
CO3	Perform IT auditing and understand the relevance of cyber laws

Recommended Resources	
Reference Books -	<ul style="list-style-type: none"> • Fundamentals of Computers – Rajaram V – Prentice Hall • Computer today (3rd edition) – Sanders, Donald H – McGraw Hill • Computers and Common sense – Hunt, Roger and Shelly John – Prentice Hall • Computers – Subramaniam N – Wheeler • Introduction to Computers – Xavier C. – New Age • Computer in Business – Sanders D – McGraw Hill • Computers and Information Management – S C Bhatnagar & V Ramant – Prentice Hall • Internet for Business – Brummer, Lavrej – Cambridge • E-mail for Everyone – Leon Alexis & leon – Methews • Basic Computer Programmes for Business – Sternberg C – New Jersey Hayden • Cyber Laws Simplified - Vivek Sood • Computer Forensics - John R Vacca
<u>E-Resources</u> Webliography:	

EVALUATION PATTERN

INTERNAL EVALUATION

• For Major, Minor, Open Elective (OE), Vocational & Skill Enhancement (VSEC) Courses

Sr. No.	Description	Marks
I	Class Test	15
	Q.1 Objectives. (1 Mark each) (Fill in the blanks / True or False / Match the Following)	
	Q.2 Answer Any Two of the Three. (05 Marks each) (Unit based theory questions)	
II	Project / Assignment / Presentation	15
III	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	40

Note: For OE from science faculty, practical examination of 40 marks will be conducted for Internal Evaluation.

• For Ability Enhancement (AEC) Courses

Sr. No.	Description	Marks
I	Project / Assignment / Presentation	10
II	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation.	10
	TOTAL MARKS	20

• For Co - Curricular (CC) Courses

Sr. No.	Description	Marks
I	Class Test	15
II	Activities	35
	TOTAL MARKS	50

• For Field Project (FP), Community Engagement Programme (CEP) Courses

Sr. No.	Description	Marks
I	Weekly reporting (Minimum 4 hours/week)	15
II	Writing report	20
III	Viva-voce/presentation	15
	TOTAL MARKS	50

EXTERNAL EVALUATION

• **For Major, Minor, Open Elective (OE), Vocational & Skill Enhancement (VSEC) Courses**

- **Maximum Marks: 60**
- **Questions to be set: 04**
- **Duration: 2 Hours**
- **All Questions are compulsory carrying 15 marks each**

Q. No.	Description	Marks
Q.1	Full Length Question OR Full Length Question	15
Q.2	Full Length Question OR Full Length Question	15
Q.3	Full Length Question OR Full Length Question	15
Q.4	Full Length Question OR Full Length Question	15
	TOTAL MARKS	60

Note: Question of 15 marks can be further sub-divided into questions of 5/5/5, 8/7 or 10/5.

• **For Ability Enhancement (AEC) Courses**

Q. No.	Description	Marks
Q.1	Attempt any two out three: (5 marks each)	10
Q.2	Attempt any two out three: (5 marks each)	10
Q.3	Attempt any two out three: (5 marks each)	10
	TOTAL MARKS	30