# LESSON PLAN

**Name:** Chhavi Kiran  
**Designation:** Assistant Professor  
**Subject:** Commerce  
**Lesson plan-** 18 weeks (16 July- 17 Nov. 2018)

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>B.com I (1st Semester)</th>
<th>B.com I (1st Semester)</th>
<th>B.com II (3rd Semester)</th>
<th>B.com III (5th Semester)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Computer Applications in Business (Theory)</td>
<td>Computer Applications in Business (Practical)</td>
<td>Indian Financial System</td>
<td>Cost Accounting</td>
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<tr>
<td>2</td>
<td>23-28 July, 2018</td>
<td>Introduction to computers (Generations of computers and application of computers in business)</td>
<td>MS Word: Getting Started with Microsoft Word</td>
<td>Financial system and economic development</td>
<td>Cost concepts &amp; classification; methods &amp; techniques</td>
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<td>3</td>
<td>30 July- 4 August 2018</td>
<td>Characteristics of computers</td>
<td>MS Word: Editing Documents (Font Style, Size, Colour and other formatting options)</td>
<td>An overview of Indian financial system</td>
<td>Unit costing: Cost sheet, cost statement</td>
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<td>4</td>
<td>6-11 August 2018</td>
<td>Input devices</td>
<td>MS Word: Inserting and formatting tables</td>
<td>Components of financial system: Financial markets and financial instruments</td>
<td>Unit costing: cost sheets of slates, bricks, mines etc., Production Account</td>
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<tr>
<td>5</td>
<td>13 – 18 August 2018</td>
<td>Output devices</td>
<td>MS Word: Working with Insert Tab and Page Layout tab</td>
<td>Money market: meaning, constituents instruments.</td>
<td>Accounting for Material: Pricing of material issues; material control.</td>
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<tr>
<td>6</td>
<td>20-25 August, 2018</td>
<td>Memory and mass storage devices</td>
<td>MS Word: Spelling and</td>
<td>Money market: functions, recent</td>
<td>Accounting for Material: treatment of</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Topic</td>
<td>Subject</td>
<td>References</td>
<td>Material losses concept and techniques.</td>
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<td>7</td>
<td>27 August - 1 September 2018</td>
<td>Introduction to modern CPU and processors</td>
<td>Grammar check and References</td>
<td>MS Word: Mailings, Review and View tab</td>
<td>Capital market (introduction and instruments)</td>
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<td>8</td>
<td>3- 8 Sept 2018</td>
<td>Computer software: introduction</td>
<td>MS Word: Shortcuts used in MS Word</td>
<td>Primary market and Assignment 1</td>
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<td>9</td>
<td>10- 15 Sept 2018</td>
<td>Computer software: types of software: system, application and utility software</td>
<td>MS Excel: Getting Started with Excel</td>
<td>Secondary market, Depository system and Recent developments in Indian capital market</td>
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<td>11</td>
<td>24- 29 Sept 2018</td>
<td>Programming languages</td>
<td>MS Excel: Pivot Charts, and Pivot Tables</td>
<td>Structure and recent developments in commercial banking in India</td>
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<tr>
<td>12</td>
<td>1-6 Oct 2018</td>
<td>Introduction to operating system: types and function of operating system</td>
<td>MS Excel: Basics of using Data Tab (Sort, Filter etc)</td>
<td>Financial institutions: Reserve Bank of India: organization, management and functions; credit creation and credit control.</td>
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<tr>
<td>13</td>
<td>8- 13 Oct 2018</td>
<td>Real time applications</td>
<td>MS Excel: Printing, Formatting, and Editing</td>
<td>E-banking, NPA's in Commercial Banks, Payment Banks.</td>
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<td>Week</td>
<td>Dates</td>
<td>Topic</td>
<td>Presentation &amp; Topic</td>
<td>Other Notes</td>
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<td>14</td>
<td>15-20 Oct 2018</td>
<td>Open source software: An overview</td>
<td>MS PowerPoint: Getting Started with PowerPoint</td>
<td>Development banks: concept, objectives and functions; recent developments in development banking</td>
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<td>Overheads: under and over absorption</td>
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<td>15</td>
<td>22- 27 Oct 2018</td>
<td>Operating systems for Tabs, mobile phones, Android, etc.</td>
<td>MS PowerPoint: Working with List and Graphs</td>
<td>SEBI: its formation, role and recent developments And Assignment 2</td>
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<td>Job costing and Assignment 2</td>
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<td>16</td>
<td>29 Oct- 3 Nov. 2018</td>
<td>Networks basic, types of networks, topologies, media, hardware and software required for networking</td>
<td>MS PowerPoint: Enhancing a Presentation using animations</td>
<td>The Debt Market: meaning, features, participants, instruments; private, PSUs &amp; Government securities Market.</td>
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<td>Service costing: Transport</td>
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<td>17</td>
<td>5-10 Nov. 2018</td>
<td>Revision and Queries Session</td>
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<td>18</td>
<td>12- 17 Nov. 2018</td>
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