

## LESSON PLAN

**Name : Chhavi Kiran**

**Designation : Assistant Professor**

**Subject : Commerce**

**Lesson plan- 18 weeks (16 July- 17 Nov. 2018)**

<b>Week</b>	<b>Date</b>	<b>B.com I (1<sup>st</sup> Semester )</b>  <b>Computer Applications in Business (Theory)</b>	<b>B.com I (1<sup>st</sup> Semester)</b>  <b>Computer Applications in Business (Practical)</b>	<b>B.com II (3<sup>rd</sup> Semester)</b>  <b>Indian Financial System</b>	<b>B.com III (5<sup>th</sup> Semester)</b>  <b>Cost Accounting</b>
<b>1</b>	<b>16- 21 July, 2018</b>	Introduction to Computers: definition and components of a computer.	Introduction to Windows	Introduction: nature and role of financial system	Introduction: nature and scope of cost accounting
<b>2</b>	<b>23- 28 July, 2018</b>	Introduction to computers (Generations of computers and application of computers in business)	MS Word: Getting Started with Microsoft Word	Financial system and economic development	Cost concepts & classification; methods & techniques
<b>3</b>	<b>30 July- 4 August 2018</b>	Characteristics of computers	MS Word: Editing Documents (Font Style, Size, Colour and other formatting options)	An overview of Indian financial system	Unit costing: Cost sheet, cost statement
<b>4</b>	<b>6 -11 August 2018</b>	Input devices	MS Word: Inserting and formatting tables	Components of financial system: Financial markets and financial instruments	Unit costing: cost sheets of slates, bricks, mines etc., Production Account
<b>5</b>	<b>13 – 18 August 2018</b>	Output devices	MS Word: Working with Insert Tab and Page Layout tab	Money market: meaning, constituents instruments.	Accounting for Material: Pricing of material issues; material control.
<b>6</b>	<b>20-25 August, 2018</b>	Memory and mass storage devices	MS Word: Spelling and	Money market: functions, recent	Accounting for Material: treatment of

			Grammar check and References	developments in Indian money market	material losses concept and techniques.
<b>7</b>	<b>27 August- 1 September 2018</b>	Introduction to modern CPU and processors	MS Word: Mailings, Review and View tab	Capital market (introduction and instruments)	Contract costing
<b>8</b>	<b>3- 8 Sept 2018</b>	Computer software: introduction	MS Word: Shortcuts used in MS Word	Primary market and Assignment 1	Contract costing
<b>9</b>	<b>10- 15 Sept 2018</b>	Computer software: types of software: system, application and utility software	MS Excel: Getting Started with Excel	Secondary market, Depository system and Recent developments in Indian capital market	Process costing: process losses, valuation of work in progress
<b>10</b>	<b>17-22 Sept, 2018</b>	Application software: Spreadsheets, Word processors, Database management software	MS Excel: Working with Function, Formulas and Charts	Commercial banks: meaning and functions	Process Costing: joint and by-products and Assignment 1
<b>11</b>	<b>24- 29 Sept 2018</b>	Programming languages	MS Excel: Pivot Charts, and Pivot Tables	Structure and recent developments in commercial banking in India	Accounting for Labour: labour cost control procedure; labour turnover; Idle time and overtime
<b>12</b>	<b>1-6 Oct 2018</b>	Introduction to operating system: types and function of operating system	MS Excel: Basics of using Data Tab (Sort, Filter etc)	Financial institutions: Reserve Bank of India: organization, management and functions; credit creation and credit control.	Accounting for Labour: Methods of wage payment-time and piece rate; Incentive schemes
<b>13</b>	<b>8- 13 Oct 2018</b>	Real time applications	MS Excel: Printing, Formatting, and Editing	E-banking, NPA's in Commercial Banks, Payment Banks.	Overheads: classification, allocation, apportionment and absorption of overheads

<b>14</b>	<b>15-20 Oct 2018</b>	Open source software: An overview	MS PowerPoint: Getting Started with PowerPoint	Development banks: concept, objectives and functions; recent developments in development banking	Overheads: under and over absorption
<b>15</b>	<b>22- 27 Oct 2018</b>	Operating systems for Tabs, mobile phones, Android, etc.	MS PowerPoint: Working with List and Graphs	SEBI: its formation, role and recent developments And Assignment 2	Job costing and Assignment 2
<b>16</b>	<b>29 Oct- 3 Nov. 2018</b>	Networks basic, types of networks, topologies, media, hardware and software required for networking	MS PowerPoint: Enhancing a Presentation using animations	The Debt Market: meaning, features, participants, instruments; private, PSUs & Government securities Market.	Service costing: Transport
<b>17</b>	<b>5-10 Nov. 2018</b>	<b>Revision and Queries Session</b>	<b>Revision and Queries Session</b>	<b>Revision and Queries Session</b>	<b>Revision and Queries Session</b>
<b>18</b>	<b>12- 17 Nov. 2018</b>	<b>Revision and Queries Session</b>	<b>Revision and Queries Session</b>	<b>Revision and Queries Session</b>	<b>Revision and Queries Session</b>