

## Lesson Plan (2021-22)

### **Odd SEM**

Name of the Assistant/ Associate Professor: - Sh. Vijay Kumar

Class and Section: B.com 2nd

Subject: Computerized accounting system

<b>class B.com 2nd</b>			Computerised accounting system
Sr. No.	Month	week	Topic
1	Oct. 21	1	computerised accounting; accounting information system; manual accounting and computerised accounting; difference b/w manual and computerised accounting
2		2	Advantage and disadvantage of CAS. Sourcing of accounting software
3		3	consideration before sourcing accounting software
4		4	accounting packages;
5	Nov. 21	1	ready to use customised
6		2	tailored
7		3	choosing accounting packages;
8		4	Verious accounting software in trend; entry level software;. ERP Software, Introduction of tally
9	Dec. 21	1	creation of company,
10		2	creation of groups and accounts, designing and creating vouchers; sales and purchase vouchers
11		3	sales return and purchase return, contra, journal and practical,
12		4	data entry through vouchers
13	Jan. 22	1	Processing for reports to prepare ledger accounting.
		2	trail balance and Balance sheet
		3	practical with the help of workbook

## **Lesson Plan (2021-22)**

### **Odd SEM**

Name of the Assistant/ Associate Professor: - Sh. Vijay Kumar

Class and Section: B.com 1st

Subject: fundamental of computer

<b>class B.com 1st</b>		<b>subject:- Fundamental of computer</b>	
Sr. No.	Month	week	Topic
1	Oct. 21	1	Introduction of Computers: Organization, Characteristics,
2		2	Types of Computers, Types of Memories, Hardware and Software Concepts
3		3	Operating System: Introduction of OS, Types of OS, Functions of OS, MS-DOS
4		4	Internal Commands: chdir, cls, path, prompt, label, ver, bol, echo, set
5	Nov. 21	1	Internal Commands: chdir, cls, path, prompt, label, ver, bol, echo, set
6		2	Internal Commands: chdir, cls, path, prompt, label, ver, bol, echo, set
7		3	External Commands: scandisk, discopy, diskcomp,
8		4	Format, backup, restore. Windows- Windows Explorer, Print Manager, Control Panel,
9	Dec. 21	1	Paint Brush. Dialog box: Text box, Check box, slide boxes, Desktop. MS-Office (Word and Excel): Introduction of Word Processing, MS-Word; Creating, Editing,
10		2	Printing, Page Formatting ,Sorting and Tables
11		3	Mail Merge. MS- Excel: Introduction to Spread Sheet, Creating Spread Sheet,
12		4	Editing, Printing, Formatting of Worksheets, Formatting of Worksheets, Preparation of Graphs.
13	Jan. 22	1	
14		2	
15		3	
16		4	

Lesson Plan (2021-22)

Name of Lecturer: - Vijay Kumar

Class and Section: - B.com final 5<sup>th</sup> SEM

Subject: - Investment Management

Sr. no.	Week/months	Topic / particulars
1	1 <sup>st</sup> / Oct	1. Investment Overview 2. Investment Avenues and Tax Regime
2	2 <sup>nd</sup> /Oct.	3. Concept and Measurement of Investment Return and Risk 4. Capital Asset Pricing Model and Arbitrage Pricing Theory
3	3 <sup>rd</sup> / Oct..	5. Efficient Market Theory or Hypothesis 6. Technical Analysis
4	4 <sup>th</sup> / Oct.	7.Fundamental Analysis
5	1 <sup>st</sup> / Nov.	8.Company Analysis 9. Industry Analysis
6	2 <sup>nd</sup> / Nov.	10. Macroeconomics Anylics
7	3 <sup>rd</sup> / Nov.	11. Secondary Market: Stock Exchange, Listing of Securities and Online Trading 12. Trading Mechanism in Bombay Stock Exchange
8	4 <sup>th</sup> / Nov.	13. Derivatives 14. Options
9	1 <sup>st</sup> / Dec.	15. Securities and Exchange Board of India ( SEBI)
10	2 <sup>nd</sup> / Dec.	16. Equity Valuation
11	3 <sup>rd</sup> / Dec.	17. Valuation and Management of Bonds and Convertible Securities
12	4 <sup>th</sup> / Dec.	Test and Practical

Signature

# **Lesson Plan (2021-22)**

## **Odd Sem**

Name of the Assistant/ Associate Professor: - Sh. Vijay Kumar

Class and Section: B.com 5<sup>th</sup> SEM

Subject: ASM

Sr. no.		Week	Topics
1	Oct. 21	1	Introduction of advertising:- evaluation of advertising and promotion, emergence of integrated marketing communication strategy.
2		2	Developing marketing planning program, role of advertising and promotion types and role of advertising agencies.
3		3	Sales management:- participants in IMC process of sales management, position of sales management in promotion, characteristics and responsibility of sales management.
4		4	Basic Skills and changing role of sales managers, theory of selling, Sale planning- objective and process.
5	Nov. 21	5	Territory management:- requirements and system of sitting up sales territories, time management, routing,
6		6	Sales quotes:- objective and type of quotas, management of sales quotas, management of sales forces.
7		7	Recruitment and selection and training
8		8	Controlling process and distribution channels.
9	Dec. 21	9	Analysis of sales, cost and profitability.
10		10	Sales expenses managing, performance evaluation of sales forces.
11		11	Ethical issue in sales management.
12		12	Web marketing emerging issues in advertising and sales management.
13		13	

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## **Odd Sem**

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Class and Section: B.com 5<sup>th</sup> SEM

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