

LESSON PLAN (Jan to June 2023)

Name of Teacher – Dr. Sharvan Kumar

Subject: - Computer Awareness

Paper – CCE-L1-, Class – BA/BSc 1st Year

Session: - 2022-2023 (Even Sem.)

Weeks With Months	Contents
Jan 31- Feb 4	Add/Remove software and hardware. Classification of Computer Size and Technology, Applications of Computer, taskbar, desktop, Icons.
Feb 6- 11	Components of Computer- Input, Processing Unit, Input Devices, Basic properties of desktop, Basic properties of files.
Feb 13-18	Output Devices detailed explanation, Introduction to formatting. Basic properties of taskbar, Basic properties of folder.
Feb 20-25	Operating System, Operating system functions
Feb 27- March 4	Revision of topics covered till now (practical)
March 6- 11	Introduction to Word Processing, menu, creating, editing and formatting documents.
March 13-18	Spelling Checking, Printing details with formatting, View and Table Menu.
March 20-25	Word Art, Mail Merge, and Macro details with practical.
March 27-April 1	Revision of topics covered till now (theory/ practical)
April 3-8	Introduction to Spread Sheet, Applications, Creating and Opening of Spreadsheet. Details of Menus
April 10-15	Cell manipulation, Mathematical and Statistical function, Drawing different types of chart
April 17-22	Introduction to presentation software, creating, modifying a presentation.
April 24-29	Using Sound, Animation and Design of a template in Presentation
May 1-6	Internet Types, Internet and its applications. Connecting to internet, web browsing software. Search Engine.
May 8-13	Understanding URL, Domain Name, IP Address, define Email-ID, Creating and sending multiple user email-id.
May 15-19	Revision of topics covered till now (theory/ practical)

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LESSON PLAN (Jan to June 2023)

Name of Teacher – Dr. Sharvan Kumar Subject: - Computerized Accounting System
Paper – BC-405, Class – B.Com. II (4th Semester) Session: - 2022-2023 (Even Sem.)

Weeks With Months	Contents
Jan 31- Feb 4	Introduction: installation of Tally,
Feb 6- 11	ERP9 – Licensing configurations –
Feb 13-18	Tally Vault Password – Security Control in Tally,
Feb 20-25	ERP9 – Splitting Company Data – Backup and Restore.
Feb 27- March 4	Accounting: voucher entry, budget,
March 6- 11	cost center, balance sheet, profit and loss account, currency,
March 13-18	Debit note, credit note, interest calculation.
March 20-25	Inventory: stock item, sales order, purchase order, delivery note, rejection out.
March 27-April 1	Computerized Tax Liability Calculation.
April 3-8	Payroll: Salary Accounting – Introduction to Payroll
April 10-15	Payroll Masters – Payroll Vouchers
April 17-22	Overtime Payment – Gratuity
April 24-29	Advanced Payroll Transactions Basic Salary.
May 1-6	Overtime, Bonus, Gratuity,
May 8-13	Loan, ESI, Provident Fund, Pension, Commission
May 15-19	Test and Assignments

LESSON PLAN (Jan to June 2023)

Name of Teacher – Dr. Sharvan Kumar

Subject: - E- Commerce

Paper – BC-204-, Class – B.Com. I (2nd Semester) Session: - 2022-2023 (Even Sem.)

Weeks With Months	Contents
Jan 31- Feb 4	Introduction to internet: concept,
Feb 6- 11	Application and uses of Internet, Internet services.
Feb 13-18	Information Technology and Business: concepts of data
Feb 20-25	information and information system, effects of IT on business
Feb 27- March 4	Types of information system: Transaction Processing System (TPS),
March 6- 11	Management Information System (MIS).
March 13-18	Introduction to E-commerce
March 20-25	E-commerce and world wide web;
March 27-April 1	E-commerce application services;
April 3-8	E-commerce models: B2B, B2C, C2C;
April 10-15	Electronic data interchange
April 17-22	Benefits of EDI, EDI implementation
April 24-29	Components of EDI, EDI implementation,
May 1-6	Security issues in e-commerce.
May 8-13	M-commerce and e-governance: an overview
May 15-19	Test and Assignments

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