

### Lesson Plan

Name of Teacher: Dr. Preeti		Class: B.Com 1 <sup>st</sup> Year
Session: 2022-23 Odd Semester		Subject: Financial Accounting - I
Week	Date/Month	Topic
1	Aug. 27, 29- Sept. 3	Introduction: meaning, objectives, process, limitations
2	Sept. 5-10	basic terms of Accounting; Generally accepted Accounting Principles;
3	12-17	Journalizing, Posting
4	19-24	Preparation of trial balance.
5	Sept.26- Oct.1	Capital and revenue items;
6	Oct. 3-8	Reserves and Provisions;
7	10-15	Depreciation: Meaning, causes, accounting procedure,
8	17-21	methods of computing depreciation – straight line method and diminishing balance method.
9	27-29	change of method.
10	Oct. 31-Nov. 5	Problems, Revision and Test
11	7-12	Final Accounts with adjustments;
12	14-19	Final Accounts with adjustments;
13	21-26	Rectification of errors
14	Nov.28-Dec. 3	Rectification of errors
15	5-10	Accounting for non-profit organizations;
16	12-17	Accounting for non-profit organizations
17	19-24	Consignment accounts
18	26-30	Problems, Revision and Test

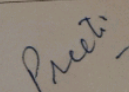
Preeti

### Lesson Plan

Name of Teacher: <b>Dr. Preeti</b>		Class: B.Com 1 <sup>st</sup> Year
Session: 2022-23 Odd Semester		Subject: Business Management-I
Week	Date/Month	Topic
1	Aug. 27, 29- Sept. 3	Business: concept, nature and spectrum of business activities.
2	Sept. 5-10	business system,
3	12-17	business objectives
4	19-24	Management: Introduction, concept, nature,
5	Sept.26- Oct.1	process and significance;
6	Oct. 3-8	Development of Management Thought; Classical
7	10-15	Neo-Classical systems,
8	17-21	Contingency approaches
9	27-29	Revision, Problems and Test
10	Oct. 31-Nov. 5	Planning: concept, types and process,
11	7-12	Decision Making: concept and process,
12	14-19	Management by Objectives,
13	21-26	Corporate Planning and Strategic Formulation.
14	Nov. 28-Dec.3	Organizing: concept, nature, process and significance;
15	5-10	Authority and Responsibility relationship;
16	12-17	Centralization and Decentralization;
17	19-24	Departmentation; Firms of Organizing structure
18	26-30	Revision, Problems and Test

### Lesson Plan

Name of Teacher: Dr. Preeti		Class: B.Com 1 <sup>st</sup> Year
Session: 2022-23 Odd Semester		Subject: Business Communication Skills
Week	Date/Month	Topic
1	Aug. 27, 29- Sept. 3	Introduction: Basics of communication.
2	Sept. 5-10	Seven C's of effective communication.
3	12-17	barriers to communication.
4	19-24	ethical context of communication.
5	Sept.26- Oct.1	Business Communication at workplace: Letter writing- component, layout and process.
6	Oct. 3-8	E- mail communication, bad news messages.
7	10-15	persuasive written communication, memos, notice, agenda and minutes of meeting.
8	17-21	Revision, Problems and Test
9	27-29	Report Writing: Types of business reports
10	Oct. 31-Nov. 5	structure of reports, short reports.
11	7-12	long reports.
12	14-19	abstracts and summaries.
13	21-26	proposals
14	Nov. 28-Dec.3	Communication Skills: Reading skills, listening skills.
15	5-10	note making, persuasive speaking.
16	12-17	Body language.
17	19-24	Gestures
18	26-30	Revision, Problems and Test

  
**Dr. Preeti**  
 Assistant Professor