**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant Professor:- Dr. Anuradha Malik**

**Class:- B.Com I (Even Sem)**

**Subject:- Digital Fluency in Business**

**Paper Code:- 24COM402SE01**

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| **Months** | **Week**  | **Topics/ Chapters to be Covered** |
| **FEBRUARY** | **1st week** | Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle, Communication System: Basic elements of a Communication System |
| **2nd week** | Forms of Data Transmission, Data transmission speed, Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media : Wire-wireless, Microwave, Fiber-optics, Communication Satellites.  |
| **3rd week** | Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public and Private Network, Network Topologies |
| **4th week** | Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce,Need for E-Commerce, Elements and Applications of E-Commerce |
| **MARCH** | **1st week** | Types of E-Commerce System: B2B, B2C,C2C,C2B,B2G and G2C. Meaning of E – Payment System. E – Payment System VS Traditional Payment System.  |
| **3rd week** | Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments, Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money, Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.  |
| **4th week** | Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars. Working with worksheets-cells-Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns |
| **APRIL** | **1st week** | Basic text and cell formatting - Basic arithmetic calculation -Special paste - Freeze pane - Auto completion of series  |
| **2nd week** | Sort and filter - Creating and editing charts, Types of Chart, Print the worksheet |
| **3rd week** | Perform calculations by using the SUM function, MIN and MAX functions, COUNT function, AVERAGE function. Perform logicaloperations by using the IF function, SUMIF function, AVERAGEIF function. |
| **4th week** | Presentation with Power- Point: Features of Power-point, Creating presentation the easy way, Title Bar, Menu Bar |
| **5th week** | Toolbars - Creating a New presentation, Opening and Closingpresentation - Save and Save As - Closing presentation, Print Preview - Printing of presentation and Saving a presentation  |
| **MAY** | **1st week** | Cut, Copy and Paste, Font, Color, Style and Size selection, inserting picture, working with different views |
| **2nd week** | Graphics in Power Point, Sound effects and Animations effects. |
| **3rd week** | Revision and Test |
| **4th week** | Revision and Test |



 **Signature**

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant Professor:- Dr. Anuradha Malik**

**Class:- Minor- Commerce (Sem-II)**

**Subject:- Fundamentals of Accounting**

**Paper Code:- 24COM402MI01**

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| **Months** | **Week**  | **Topics/ Chapters to be Covered** |
| **FEBRUARY** | **1st week** | Accounting: Meaning, Objectives, Scope |
| **2nd week** | Limitations and Users of Accounting Information  |
| **3rd week** | Basic Accounting Terms |
| **4th week** | Accounting Principles |
| **MARCH** | **1st week** | Double Entry System  |
| **3rd week** | Recording of Transactions in Journal |
| **4th week** | Recording of Transactions in Journal |
| **APRIL** | **1st week** | Ledger |
| **2nd week** | Sub-Division of Journal: Cash Book |
| **3rd week** | Single Column Cash Book and Cash Book with Bank Column, Petty Cash Book |
| **4th week** | Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Journal Proper |
| **5th week** | Trial Balance; Financial Statements: Trading Account |
| **MAY** | **1st week** | Profit and Loss Account and Balance Sheet of sole proprietary business (With Adjustment) |
| **2nd week** | Profit and Loss Account and Balance Sheet of sole proprietary business (With Adjustment) |
| **3rd week** | Revision and Test |
| **4th week** | Revision and Test |



 **Signature**

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant Professor:- Dr. Anuradha Malik**

**Class:- B.Com II (Even Semester)**

**Subject:- Business Statistics**

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| **Months** | **Week**  | **Topics/ Chapters to be Covered** |
| **JANUARY** | **1st week** | Index Numbers:- Meaning, Types and Uses |
| **2nd week** | Methods of Constructing price and Quantity indices (Simple and Aggregate) |
| **3rd week** | Tests of adequacy; Chain-base Index numbers, Base shifting, Splicing and Deflating; Problems in constructing index numbers; Consumer price index |
| **4th week** | Analysis of Time Series: - Causes of Variations in time series data; Components of a time series |
| **FEBRUARY** | **1st week** | Decomposition- Additive and Multiplicative models; determination of trend. Moving averages method and method of least squares (Including linear second degree) |
| **2nd week** | Parabolic and Exponential trend; Computation of seasonal indices by simple averages |
| **3rd week** | Ratio to Trend, Ratio to moving average and link relative methods |
| **4th week** | Theory of Probability: - Probability as a Concept; Approaches to defining probability |
| **MARCH** | **1st week** | Addition and Multiplication laws of probability |
| **3rd week** | Conditional probability, Baye’s Theorem |
| **4th week** | Probability Distribution : - Probability distribution as a concept;  |
| **APRIL** | **1st week** | Binomial Distribution- Properties and Parameters |
| **2nd week** | Poisson Distribution- Properties and Parameters |
| **3rd week** | Normal Distribution- Properties and Parameters |
| **4th week** | Revision and Test |
| **MAY** | **1st week** | Revision and Test |



**Signature**

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant Professor:- Dr. Anuradha Malik**

**Class:- B.Com III (Even Semester)**

**Subject:- Cost Accounting**

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| **Months** | **Week**  | **Topics/ Chapters to be Covered** |
| **JANUARY** | **1st week** | Process Costing : Meaning; Uses; Preparation of process account, Treatment of Normal Wastage |
| **2nd week** | Abnormal Wastage, Abnormal Effectiveness; Treatment of opening and closing stock (Excluding Work in Progress): Joint - Product and By - Product: Main methods of apportionment of Joint cost, Inter process profits |
| **3rd week** | Contract Costing – meaning, main features  |
| **4th week** | Preparation of contract account |
| **FEBRUARY** | **1st week** | Escalation clause; Contract near completion |
| **2nd week** | Cost plus contract, Job and batch costing |
| **3rd week** | Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool, limitations of budgetary control, Forecasts and budgets  |
| **4th week** | Installation of budgetary control system, classification of budgets, fixed and flexible budgeting, performance budgeting, zero based budgeting |
| **MARCH** | **1st week** | Responsibility accounting |
| **3rd week** | Standard Costing**:** meaning, limitations, standard costs and budgeted costs, determination of standard cost, cost variances, direct material and direct labour only |
| **4th week** | Marginal costing, Absorption costing, Marginal cost  |
| **APRIL** | **1st week** | Cost volume Profit analysis |
| **2nd week** | BEP Analysis, Key factor, BE chart, angle of incidence |
| **3rd week** | Concept of decision making and steps involved, Determination of sales mix, make or buy Decisions |
| **4th week** | Revision and Test |
| **MAY** | **1st week** | Revision and Test |



**Signature**

**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant Professor:- Dr. Anuradha Malik**

**Class:- B.Com II (Even Semester)**

**Subject:- Corporate Law**

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| **Months** | **Week**  | **Topics/ Chapters to be Covered** |
| **JANUARY** | **1st week** | Depository System –meaning and importance |
| **2nd week** | Shares: -: Types of shares; Allotment of Shares |
| **3rd week** | Transfer and Transmission of shares |
| **4th week** | Paperless Trading – Benefits and Procedure; Need for educating investors |
| **FEBRUARY** | **1st week** | Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital |
| **2nd week** | Further issue of share capital; Rights of pre-emption of shares. Shareholders and Members: Difference between Shareholders and members |
| **3rd week** | Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members. |
| **4th week** | Meeting of Company: - Essentials of valid meeting  |
| **MARCH** | **1st week** | Meetings of Shareholders: - Annual general meeting; Extra-ordinary general meeting, Meetings of board of directors  |
| **3rd week** | Proxy; Voting, Notice, Agenda and Minutes of meetings |
| **4th week** | Directors: - Duties, Powers, Liabilities |
| **APRIL** | **1st week** | Appointment and removal of directors |
| **2nd week** | Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up |
| **3rd week** | Voluntary winding up, Powers and Duties of company Liquidator |
| **4th week** | Consequences of winding up |
| **MAY** | **1st week** | Revision and Test |



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**GOVERNMENT COLLEGE BAROTA GOHANA (SONIPAT)**

**Summary of Lesson Plans of College Faculty for Academic Session 2024 - 2025**

**Name of Assistant Professor:- Dr. Anuradha Malik**

**Class:- B.Com II (Even Semester)**

**Subject:- Marketing Management**

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| **Months** | **Week**  | **Topics/ Chapters to be Covered** |
| **JANUARY** | **1st week** | Introduction: - Nature, Scope, Importance of marketing |
| **2nd week** | Marketing concepts- Traditional and Modern |
| **3rd week** | Market Segmentation: - Concept, Importance and basis of market segmentation. |
| **4th week** | Consumer Behavior: - Nature, Scope, Importance, Factors affecting buyer behavior. |
| **FEBRUARY** | **1st week** | Product Planning and Development: - Importance and scope of product Planning in marketing |
| **2nd week** | Stages of New product development. |
| **3rd week** | Product Lifecycle: - Stages of Product life cycle; factors affecting product life cycle. |
| **4th week** | Branding and Trademark: - Difference between brand and trademark; advantages and criticism of branding  |
| **MARCH** | **1st week** | Types of branding; Brand Polices and Strategies |
| **3rd week** | Pricing: - Meaning; Importance, Factors affecting pricing |
| **4th week** | Pricing objectives, Types of price policy and pricing strategies |
| **APRIL** | **1st week** | Advertising: - Concept; Importance and criticism of advertising |
| **2nd week** | Media of advertising; Evaluating advertising effectiveness. |
| **3rd week** | Sales Promotion: - Importance, Methods, Functions and Publicity. |
| **4th week** | Revision and Test |
| **MAY** | **1st week** | Revision and Test |



 **Signature**