TEACHING PLAN 2023-24 (ODD SEMESTER)

(JULY 2023 to NOV 2023)

**Name: Ms Anupma**

**Class:** B.Com. (Pass)

**Subject:** Business Communication Skills (1.05)

**Semester:** 1st

**Department:** Commerce

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JULY |  |  | **Unit-1**Introduction: Basics of communication | Seven C’s of effective communication |
| AUGUST | Barriers to communication | Ethical context of communication | **Unit-2**Business Communication at workplace: Letter writing- component | Layout and process, E- mail communication |
| SEPTEMBER | Bad news messages, persuasive written communication | Memos, notice, agenda and minutes of meeting | **Unit-3**Report Writing: Types of business reports | Structure of reports |
| OCTOBER | Short reports, long reports | Abstracts and summaries, proposals | **Unit-4**Communication Skills: Reading skills | Listening skills, note making |
| NOVEMBER | Persuasive speaking | Body language, Gestures |  |  |

TEACHING PLAN 2023-24 (ODD SEMESTER)

(JULY 2023 to NOV 2023)

**Name: Ms Pooja Kumari**

**Class:** B.Com. (Pass)

**Subject:** Business Management-1 (1.04)

**Semester:** 1st

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JULY |  |  | **Unit-1**Business: concept, nature | Spectrum of business activities |
| AUGUST | Business system | Business objectives | **Unit-2**Management: Introduction, concept, nature | Process and significance |
| SEPTEMBER | Development of Management Thought; Classical and Neo-Classical systems | Contingency approaches | **Unit-3**Planning: concept, types and process | Decision Making: concept and process |
| OCTOBER | Management by Objectives | Corporate Planning and Strategic Formulation | **Unit-4**Organizing: concept, nature, process and significance | Authority and Responsibility relationship |
| NOVEMBER | Centralization and Decentralization | Departmentation; Firms of Organizing structure |  |  |

TEACHING PLAN 2023-24 (ODD SEMESTER)

(JULY 2023 to NOV 2023)

**Name: Ms Monika**

**Class:** B.Com. (Pass)

**Subject:** Financial Accounting-1 (1.01)

**Semester:** 1st

**Department:** Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JULY |  |  | **Unit-1**Introduction: meaning, objectives, process, limitations and basic terms of Accounting | Generally accepted Accounting Principles |
| AUGUST | Journalizing, Posting | Preparation of trial balance | **Unit-2**Capital and revenue items; Reserves and Provisions | Depreciation: Meaning, causes, accounting procedure |
| SEPTEMBER | Methods of computing depreciation – straight line method and diminishing balance method | Change of method | **Unit-3**Final Accounts with adjustments | Final Accounts with adjustments |
| OCTOBER | Rectification of errors | Rectification of errors | **Unit-4**Accounting for non-profit organizations | Accounting for non-profit organizations |
| NOVEMBER | Consignment accounts | Consignment accounts |  |  |

TEACHING PLAN 2023-24 (ODD SEMESTER)

(JULY 2023 to NOV 2023)

Name: Ms Monika Narula

Class: B.COM(PASS) 1st Year

Subject: Business Economics

 Semester: 1st

Department: Commerce

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| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JULY |  |  | Basic problems of an economy, working of price mechanism, concept of elasticity of demand, measurement,.  | determinants of demand, average, marginal revenue and elasticity of demand elasticity of supply |
| AUGUST | Law of variable proportion; Isoquants; Economic regions and optimum factor combination;  | expansion path, returns to scale, internal and external economies and diseconomies; Ridge lines. | Revision |  Theory of cost: concepts of cost; short run and long run cost curves – Traditional and Modern approaches. |
| SEPTEMBER | Theory of consumer behaviour,  | utility and indifference curve analysis | Revision | Revision |
| OCTOBER | Market, classification and structure. | Market, classification and structure. | Revision | Revision |
| NOVEMBER | Monetary Incentives.  | National, state level and grass-root level financial institutions in support of small business development | Revision test | Revision |

TEACHING PLAN 2023-24 (ODD SEMESTER)

(JULY 2023 to NOV 2023)

**Name: Dr. Nirmal Godara**

**Class: B.com**

**Subject: Basics of computers-I**

**Semester: First Semester**

**Department: Commerce**

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| --- | --- | --- | --- | --- |
| Month | 1st Week | 2nd Week | 3rd Week | Income 4th Week |
| JULY |  |  | Introduction to Computers: Definition of Computer; Components of Computer. Characteristics of Computers; History evolution of Computers; Generation of computers. | Classification of Computers- According to Purpose, According to Technology, According to Size and Storage Capacity. Human being VS Computer; Difference between Computer and Calculator. |
| AUGUST | Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR, Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera. | Output Devices: Hard Copy Output Devices; Line Printers, Character Printers, Chain Printers, | Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; Plotters, | Soft Copy device –Monitor, Sound Cards and speakers. |
| SEPTEMBER | Memory and Mass Storage Devices: Characteristics of Memory Systems; Memory Hierarchy. | Types of Primary Memory; RAM and ROM. | Secondary and Back-up; Magnetic Disks. | Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps. |
| OCTOBER | MS- Word: Fundamentals of MS-Word, Features of MS-Word, Menus | Formatting and Standard Toolbars | Ruler, Scroll Bar, Creating, Editing, | Saving, export and import files, |
| NOVEMBER | inserting and copying the files. | Working with frames. | Paragraph formatting, Columns. |  Pictures, Tables, Macros and Mail Merge |

TEACHING PLAN 2023-24 (ODD SEMESTER)

(JULY 2023 to NOV 2023)

Name: Mr. Ashok Kumar Yadav

Class: B.COM(PASS) 1st Year

Subject: Business Mathematics

Semester: 1st

Department: Commerce

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| **Dates** | **Content** |
| 21.07.2023-10.08.2023 | Indices and Logarithms; Theory of Sets: Meaning, elements, types, presentation and equality of Sets |
| 11.08.2023-31.08.2023 | Union, Intersection, Complement and Difference of Sets, Venn Diagram, Cartesian Product of two Sets, Applications of Set Theory. |
| 01.09.2023-20.09.2023 | Elementary idea ofPermutations and Combinations. |
| 21.09.2023-10.10.2023 | Sequence and Series |
| 11.10.2023-31.10.2023 | A.P, G.P. |
| 01.11.2023- 09.11.2023 | Data interpretation- Introduction, approaches to data interpretation, tabulation |
| 17.11.2023- till exam | Bar graphs, Pie charts, Line graphs, Mix graphs and revision |