RPS Degree College, Balana (Mahendergarh)

Lesson Plan
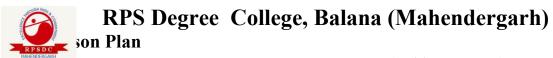
Class and Section: B.Com 1st Sem

Subject:Financial Accounting-I(Code: 1.01)

Name of the Faculty : Sangeetha B

Lecture	Topics
1	Introduction to financial accounting
2	Objectives and qualitatives charecteristics
3	branches of accounting and functions
4	Basic accounting terms
5	Basic accounting terms
6	Basic accounting terms
7	accounting principles
8	accounting principles
9	accounting principles
10	double entry system
11	double entry system
12	recording accounting transactions
13	journal entries
14	ledger
15	ledger
16	trial balance
17	capital and revenue
18	capital and revenue
19	depreciation introduction
20	straight line method
21	straight line method
22	straight line method
23	diminishining balancing method
24	diminishining balancing method
25	diminishining balancing method
26	change in method
27	change in method
28	change in method
29	change in method
30	provision of depreciation
31	provision of depreciation
32	provisions
33	Reserves
34	Final accounts
35	balance sheet
36	manufacturing account.
37	Final accounts-adjustment

38	Final accounts-adjustment
39	Final accounts-adjustment
40	Final accounts-adjustment
41	Final accounts-adjustment
42	Final accounts-adjustment
43	Final accounts-adjustment
44	Final accounts-adjustment
45	Errors and their rectification
46	Errors and their rectification
47	Errors and their rectification
48	Errors and their rectification
49	Accounts of Non-profit organisation introduction
50	NPO accounts
51	NPO accounts
52	NPO accounts
53	NPO accounts
54	NPO accounts
55	NPO accounts
56	NPO accounts
57	consignment accounts
58	consignment accounts
59	consignment accounts
60	consignment accounts

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2020-21(Odd Semester)

Class and Section: B.Com 1st Sem
Subject: Business Mathematics -1(Code: 1.02)
Name of the Faculty : Dr. Parveen Kumar Gaur

Lecture	Topics
1	Introduction to Syllabus, Scheme of Exam & Learning Objectives/Outcomes
2	Test to Check the Learning Level of the Students
3	Theory of Sets
4	Different types of Sets and Presentation of Sets
5	Subsets and Proper Subset
6	Power Sets, Complement of a Set
7	Venn Diagram
8	Venn Diagram
9	Venn Diagram
10	Venn Diagram
11	Applications of Sets
12	Applications of Sets
13	Applications of Sets
14	Ordered Pairs
15	Ordered Pairs
16	Indices
17	Indices
18	Logrithems
19	Logrithems
20	Two Systems of Logrithms
21	Two Systems of Logrithms
22	Antilogrithm
23	Antilogrithm
24	Permutation and Combination
25	Factorial Notation
26	Permutation
27	Permutation
28	Permutation with repitition
29	Circular Permutation
30	Combination
31	Combination
32	Combination
33	Practical Problems of Permutation
34	Practical Problems of Permutation

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2020-21(Odd Semester)

Class and Section: B.Com 1st Sem
Subject: Business Economics -1(Code: 1.03)
Name of the Faculty : Ms. Neeru Soni

Lecture	Topics
1	testing the level of students
2	introduction of basics of economics
3	basics problem of economics
4	production possibility curve
5	ppc and solution of basic problems of economics
6	working of price mechanism
7	solution of basic problems by price mechanism,
8	limitation of price mechanism
9	elasticity of demand
10	price elasticity of demand and measurments of price elasticity of demand
11	income elasticity of demand and cross elasticity of demand
12	advertisment elasticityand importance of price elasticity
13	theory of supply
14	elasticity of supply
15	theory of production
16	law of variable proportion
17	law of diminishing returns to factors
18	returns to scale
19	laws of returns to scale and isoquant approach
20	economies and diseconomies of scale
21	producer's optimistion isoquant curve
22	least cost combination of factors
23	theory of cost
24	traditional theory of cost
25	short run cost curve
26	long run cost curve
27	modern theory of cost curve
28	utility analysis cardinal utility analysis
29	law of diminishing marginal utility
30	law of equi marginal utility
31	consumer's equilibrium utility analysis
32	indifference curve analysis
33	marginal rate of sustitution
34	properties of indifference curve

35	budget line
36	conditions of consumer's equilibrium
37	income consumption curve
38	price effect
39	hicksian approach
40	slutsky's approach
41	price consumption curve
42	significance and criticism of indifference curve analysis
43	revision of indiffernce curve
44	comparison between utility and indifference curve analysis
45	market structure
46	main forms of market structure
47	perfect competition market
48	monopoly market
49	difference between perfect competition monopolistis monopoly
50	oligopoly and duopoly
51	market classification
52	revision of market structure
53	revision
54	revision
55	revision
56	revision
57	revision
58	revision
59	revision
60	revision

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Class and Section: B.Com 1st Sem

Subject: Business Management-I (Code: 1.04)

Name of the Faculty : Mohit Kumar Sethia

Lecture	Topics
1	Business:Concept
2	Business:Nature
3	Business: Objectives
4	Concept of Profession
5	Concept of Employment
6	Industry: Concept & Types
7	Commerce: Concept
8	Concept of Trade
9	Auxiliaries to Trade
10	Concept of Management
11	Functions of Management
12	Significance of Management
13	Management & Social Resonsibilities
14	Management: As A Profession
15	Management as an Art
16	Management as a science
17	Management thought: Classical Approach
18	Scientific Management Approach
19	Principles of Scientific Management
20	Techniques of Scientific Management
21	Other Conributors of Scientific Management
22	Administrative Management
23	Principles of Management by Henry Fayol
24	Bureaucratic Management
25	Neo Classical Approach: Human Relation Approach
26	Behavioural Science Appproach
27	Modern Approach: Quantitative Approach
28	System Approach
29	Situational Approach
30	Decision Approach
31	McKinsey 7-s Approach
32	Planning: Meanaing
33	Nature
34	Importance & Process of Planning
35	Principles & Limitation of Planning
36	Types of Plans: Mission & Objectives
37	Procedures & Rules
38	budgets & Strategies

39	Programmes,projects
40	Schedules
41	Decision making: Concept
42	Process of Decion Making
43	Manaement by objectives
44	Manaement by objectives
45	Corporate Planning and straregy formulation
46	Organising: Concept
47	Nature & Significance
48	Forms of organisation structure
49	Contingencies Factor.
50	Departmentation: Concept
51	Need & Basis
52	Delegation of authority
53	Concept of Responsibility
54	Concept of Accountability
55	Centralisation
56	Decentralisation
57	Revision
58	Revision
59	Revision
60	Revision

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2020-21(Odd Semester)

Class and Section: B.Com 1st Sem
Subject: Business Communication Skills(Code: 1.05)
Name of the Faculty : KALPANA YADAV

Lecture	Topics
1	Basics of communication
2	Basics of communication
3	Basics of communication
4	Seven C's of communication
5	Seven C's of communication
6	Seven C's of communication
7	Barriers of communication
8	Barriers of communication
9	Barriers of communication
10	Ethical communication
11	Ethical communication
12	Ethical communication
13	Ethical communication
14	Business communication of work place- letter writing
15	Business communication of work place- letter writing
16	Business communication of work place- letter writing
17	Business communication of work place- letter writing
18	E-mailing
19	E-mailing
20	Bad news letter
21	Bad news letter
22	Bad news letter
23	Bad news letter
24	Persuasive written communication
25	Persuasive written communication
26	Persuasive written communication
27	Persuasive written communication
28	Memos or memorandum
29	Notice,Agenda and minutes of meeting
30	Notice,Agenda and minutes of meeting
31	Notice,Agenda and minutes of meeting
32	Notice,Agenda and minutes of meeting
33	Report writing
34	Report writing

35	Report writing
36	Report writing
37	Report writing
38	Abstracts,Summaries and proposals
39	Abstracts,Summaries and proposals
40	Abstracts,Summaries and proposals
41	Abstracts,Summaries and proposals
42	Reading skills
43	Reading skills
44	Reading skills
45	Reading skills
46	Listening skills
47	Listening skills
48	Listening skills
49	Note making
50	Note making
51	Persuasive speaking
52	Persuasive speaking
53	Persuasive speaking
54	Persuasive speaking
55	Body language and gestures
56	Body language and gestures
57	Body language and gestures
58	Revision
59	Revision
60	Revision

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Lesson Plan
2020-21(Odd Semester)

Class and Section: B.Com 1st sem

Subject:Basics of Computer-I (Code:1.06)

Name of the Faculty : Monika

Lecture	Topics
1	Introduction to Syllabus, Scheme of Exam & Learning Objectives/Outcomes
2	Test to Check the Learning Level of the Students
3	Definition of computer,Component of computer
4	Characteristics of computers
5	History Evolution of Computers
6	Generation of computers
7	Classification of computers-According to Purpose
8	Classification of computers-According to Technology
9	Classification of computers-According to Size and Storage capacity
10	Human being vs computer
11	Difference between Computer and Calculator
12	Input Devices:Mouse
13	Keyboard
14	Light Pen,Track Ball
15	Joystick,MICR
16	Optical Mark Reader and Optical Character Reader
17	Scanner,Voice system
18	Web Camera,Output Devices
19	Hard copy output devices,Line Printers
20	Character Printers
21	Chain Printers
22	Dot-matrix printers
23	Daisy Wheel Printer
24	Laser printers
25	InkJet Printers
26	Plotter
27	Soft copy device-Monitor
28	Sound cards and speakers
29	Characteristics of memory systems
30	Memory Hierarchy
31	Types of primary memory:RAM
32	ROM
33	Secondary and Back up
34	Magnetic Tape
35	Magnetic Disk
36	Types of magnetic disk:Floppy Disk
37	Hard disk
38	Optical Disk

39	Fundamentals of Ms-Word
40	Features of MS-Word
41	Menus
42	Formatting Toolbar
43	Standard Toolbar
44	Ruler
45	Scroll Bar
46	Creating,Editing.Saving document
47	Imoprt Files
48	Export Files
49	Inserting and Copying Files
50	Formatting :Character Formatting
51	Paragraph Formatting
52	Page Formatting
53	Columns
54	Pictures
55	Tables
56	Macros
57	Mail Merge
58	Working with Frames
59	Revision
60	Revision