

GOVERNMENT COLLEGE NAGINA, NUH


Weekly Teaching Plan (July 2023 to November-December 2023) ODD SEMESTER

Teacher: - Narender Kumar

Class B.Com 1st Semester

Subject: Basics of Computer-I

Month	1 st week	2 nd week	3 rd week	4 th week
July				Introduction to Computers: Definition;Components r; Characteristics; History evolution; Generation;
August	Classification of Computers- According to Purpose, According to Technology , According to Size and Storage Capacity ; Human being VS Computer; Difference between Computer and Calculator.			
September	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.			
October	Memoryand 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.			
November	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, inserting and copying the files, Working with frames, Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge. Diwali Vacations, Revision Odd Semester Exam (Dec Tentative)			



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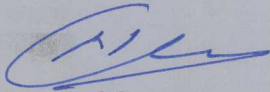
Weekly Teaching Plan (July 2023 to November-December 2023) ODD SEMESTER

Teacher: - Narender Kumar

Class B.Com 1st Semester

Subject: Financial Accounting-I

Month	1 st week	2 nd week	3 rd week	4 th week
July				Meaning and scope of Accounting
August	Introduction: meaning, objectives, process, limitations and basic terms of Accounting; Generally accepted Accounting Principles; Journalizing, Posting and Preparation of trial balance. Capital and revenue items; Reserves and Provisions			
September	Capital and revenue items; Reserves and Provisions; Depreciation: Meaning, causes, accounting procedure, methods of computing depreciation– straight line method and diminishing balance method, change of method.			
October	Final Accounts with adjustments; Rectification of errors, Accounting for non-profit organizations; Consignment accounts.			
November	Consignment accounts, Diwali Vacations, Revision Odd Semester Exam (Dec Tentative)			



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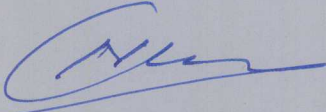
Weekly Teaching Plan (July 2023 to November-December 2023) ODD SEMESTER

Teacher: - Narender Kumar

Class B.Com 3rd Semester

Subject: Corporate Law-I

Month	1 st week	2 nd week	3 rd week	4 th week
July	-	-	-	Company- Meaning and Characteristics; Features of company;
August	Types of companies, advantages and disadvantages of incorporation; Lifting of corporate veil;			
September	Formation of Company:- Promotion of company; Functions of promoter; importance of promoter; Promoter's remuneration; legal status of Promoter; Rights of promoters; Duties of promoters; Liabilities of promoters; Pre- incorporation contracts, Incorporation and commencement of Business.			
October	Memorandum of Association:- Meaning; importance; clauses of memorandum of association and their Alteration; doctrine of ultra- virus. Articles of Association:- Meaning; contents; alteration of articles of association; constructive notice and doctrine of indoor management.			
November	Borrowing Powers; Debentures and Charges. Diwali Vacations, Revision, Odd Semester Exam (Dec Tentative)			



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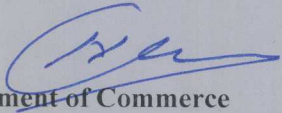
Weekly Teaching Plan (July 2023 to November-December 2023) ODD SEMESTER

Teacher: - Narender Kumar

Class B.Com 3rd Semester

Subject: Human Resource Management

Month	1 st week	2 nd week	3 rd week	4 th week
July	-	-	-	An Introduction to Human Resource Management
August	Function of Human Resource Management Evolution and Growth of HRM in India	Recruitment Selection	Training	Theories of wages
September	Theories of wages Methods of wages	Wages Concept	Fair, Minimum and Living wage	Special Incentives
October	Special Incentives	Perfect sharing and Labour Co. Partnership and Essentials of Ideal Incentives system.	Industrial Relations	Industrial Relations
November	Industrial Dispute	Industrial Dispute (Cont.) Diwali Vacations	Preventive and curative methods and Agencies for Reconciliation of Industrial unrest.	Revision Odd Semester Exam (Dec Tentative)


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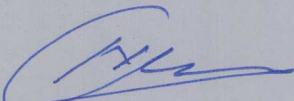
Weekly Teaching Plan (July 2023 to November-December 2023) ODD SEMESTER

Teacher: - Narender Kumar

Class B.Com 5th Semester

Subject: Financial Market Operations

Month	1 st week	2 nd week	3 rd week	4 th week
July	-	-	-	Overview of Indian Financial System
August	Indian Money Market	Indian Money Market (Cont.)	Primary Market	Primary Market (Cont.)
September	SEBI	SEBI (Cont.) and Mutual Fund	Credit Rating	Secondary Market
October	Secondary Market	OTCEI and NSE	Functionaries of Stock Exchange	Functionaries of Stock Exchange (Cont.) Investor's Protection
November	Investor's Protection	Merchant Banking Diwali Vacation	Development Banks	Revision Odd Semester Exam (Dec Tentative)


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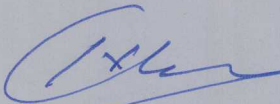
Weekly Teaching Plan (July 2023 to November-December 2023) ODD SEMESTER

Teacher: - Narender Kumar

Class B.Com 5th Semester

Subject: Cost Accounting-I

Month	1 st week	2 nd week	3 rd week	4 th week
July	-	-	-	Cost Accounting Introduction
August	Costing; cost accountancy; cost centres and profit centres	Cost: Main elements and types	Material Control: Meaning and objectives of material control, material purchase procedure	Material Issue Method-FIFO, LIFO, HIFO, Average, Weighted Average, Standard Price, Inflated Price, Base Price
September	Fixation of inventory levels-reorder level, Minimum level, Maximum level, Danger level. EOQ analysis.	EOQ Analysis (Cont.) Methods of Valuing Material Issues. Wastage of material	Introduction of Labour	Systems of Wage Payment-Time Wage System, Piece Wage System. Incentive Wage plans
October	Wage System. Incentive Wage plans (Cont.)	Overheads: Meaning and Types. Collection, Classification; Allocation, Apportionment and Absorption of Overheads	Machine Hour Rate Class Test	Machine Hour Rate (Cont.) Presentation
November	Unit and output costing; meaning and objectives; cost sheet meaning, Performa, types preparation of cost sheet	Determination of tender price; production account Diwali Vacations Presentation	Reconciliation of cost and financial accounts Class Test	Revision Odd Semester Exam (Dec Tentative)



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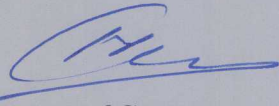
Weekly Teaching Plan (January 2024 to May 2024) EVEN SEMESTER

Teacher: - Narender Kumar

Class B.Com 2nd Semester

Subject: Financial Accounting-II

Month	1 st week	2 nd week	3 rd week	4 th week
January	Hire Purchase system and Instalment Payment System			
February	Branch Accounting Departmental Accounting			
March	Dissolution of Partnership Firm Amalgamation and sale of Partnership Firm to a Company			Holi Vacation
April	Joint Venture Accounts Royalty Accounting			Revision and Discussion
May	Even Semester Exam (Tentative)			



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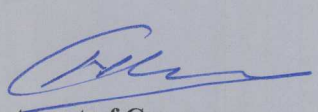
Weekly Teaching Plan (January 2024 to May 2024) EVEN SEMESTER

Teacher: - Narender Kumar

Class B.Com 2nd Semester

Subject: Basics of Computer-II

Month	1 st week	2 nd week	3 rd week	4 th week
January	Fundamental of computers: Model of a digital computer; Functioning of a digital computer; Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer, Applications of computers: Computers in Commerce, Marketing, Education and Management.			
February	Software concepts: Types of Software and their role, Different System Software types Operating systems, Translators, System Utilities; Concept of Application Packages; Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Timesharing O.S., Multi-Programming O.S. Operating System as a resource Manager, concept of GUI and CUI.			
March	Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel, Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.			Holi Vacation
April	MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.			Revision and Discussion
May	Even Semester Exam (Tentative)			


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Weekly Teaching Plan (January 2024 to May 2024) EVEN SEMESTER

Teacher: - Narender Kumar

Class B.Com 4th Semester

Subject: Corporate Law-II

Month	1 st week	2 nd week	3 rd week	4 th week
January	Depository System—meaning and importance; Shares:-; Types of shares; Allotment of Shares;; Transfer and Transmission of shares; Paperless Trading— Benefits and Procedure; Need for educating investors			
February	Share capital:- Meaning and forms of capital; Alteration of share capital; Reduction of share capital; Further issue of share capital; Rights of pre-emption of shares. Shareholders and Members:- Difference between Shareholders and members; Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members.			
March	Meeting of Company:- Essentials of valid meeting; meetings of Shareholders:- Annual general meeting; Extra-ordinary general meeting; meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of meetings. Directors:- Duties, Powers, Liabilities, Appointment and removal of directors.			Holi Vacation
April	Winding Up:-Meaning; Winding up by the Tribunal-Petition for winding up; Voluntary winding up; Powers and Duties of company Liquidator, consequences of winding up.			Revision and Discussion
May	Even Semester Exam (Tentative)			



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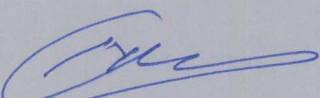
Weekly Teaching Plan (January 2024 to May 2024) EVEN SEMESTER

Teacher: - Narender Kumar

Class B.Com 4th Semester

Subject: Marketing Management

Month	1 st week	2 nd week	3 rd week	4 th week
January	Marketing Introduction, Nature, Scope	Marketing Concepts- Traditional and Modern	Market Segmentation- Concept, Importance, and basis of market segmentation.	Consumer Behavior-Nature, Scope, Importance, Factors affecting buyer behavior
February	Product Planning and Development- Importance and scope of product Planning in Marketing	New product development & PLC- factors affecting product life cycle.	Branding and Trademark:- Difference between brand and trademark;	Advantages and criticism of branding; types of branding; Brand policies and Strategies.
March	Pricing: Meaning; Importance	Factors affecting pricing, pricing objective Types of price policy and pricing strategies.	Advertising	Holi Vacation
April	Media of Advertising	Advertising Effectiveness, Sales Promotion	Publicity and Public Relations	Revision and Discussion
May	Even Semester Exam (Tentative)			


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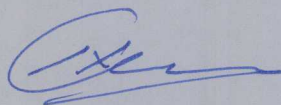
Weekly Teaching Plan (January 2024 to May 2024) EVEN SEMESTER

Teacher: - Narender Kumar

Class B.Com 6th Semester

Subject: Cost Accounting-II

Month	1 st week	2 nd week	3 rd week	4 th week
January	Process Costing: Meaning, Treatment of Normal Wastage	Process Costing: Abnormal Wastage, and Abnormal Gain	Process Costing- Closing stock and opening stock treatment, Joint Product and By-Product	Process Costing- Inter-Process Profit
February	Process Costing- Equivalent Production	Marginal Costing, Absorption Costing Marginal Costing: A Tool of Decision-making	CVP Analysis	CVP Analysis, BEP
March	CVP Analysis, BEP Analysis Performance Budgeting	Budgetary control Zero-based budgeting, and responsibility accounting.	Standard Costing Variance Analysis	Holi Vacation
April	Job and Batch Costing Contract Costing- Meaning, main features, preparation of contract account	Contract Costing- Meaning, main features, preparation of contract account CVP Analysis, BEP Analysis	Contract Costing (Cont.) Revision and Discussion	Revision and Discussion
May	Even Semester Exam (Tentative)			



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