

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com II

Subject-Computerized Accounting system

WEEK	Name of Topic
24/07/2023-29/07/2023	Introduction to Tally
31/07/2023-05/08/2023	Company in Tally
07/08/2023-12/08/2023	Company in Tally
14/08/2023-19/08/2023	Practical
21/08/2023-26/08/2023	Practical
28/08/2023-02/09/2023	Groups and Ledgers in Tally
04/09/2023-09/09/2023	Groups and Ledgers in Tally
11/09/2023-16/09/2023	Practical
18/09/2023-23/09/2023	Practical
25/09/2023-30/09/2023	Vouchers in Tally
02/10/2023-07/10/2023	Vouchers in Tally
09/10/2023-14/10/2023	Practical
16/10/2023-21/10/2023	Generating & Printing Reports in Tally
23/10/2023-28/10/2023	Practical
30/10/2023-04/10/2023	Revision &Test
06/11/2023-18/11/2023	Revision &Test
20/11/2023-25/11/2023	Revision &Test

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com II

Subject-E-Commerce

WEEK	Name of Topic
24/07/2023-29/07/2023	Introduction to E-Commerce, E-Commerce Models: B2B B2C C2B G2C
31/07/2023-05/08/2023	Applications of E-Commerce
07/08/2023-12/08/2023	Service Industry Retail Sector Financial services. Travel & Tourism Future of E-Commerce Online Shopping Web Portals
14/08/2023-19/08/2023	Introduction of Internet: Networking Network Topologies. TCP/IP IP Address. Domain
21/08/2023-26/08/2023	URL E-Mail Protocol, HTTP WWW Search Engine. Internet and Intranet Extranet
28/08/2023-02/09/2023	Mobile Commerce Internet Services through Mobile Mobile Banking
04/09/2023-09/09/2023	WAP & WML Mobile Information Devices, POS
11/09/2023-16/09/2023	Online Payment Mechanism, Electronic Payment System, Payment Gateways. Risk Management Options for E-Payment Systems Cryptography, Authentication
18/09/2023-23/09/2023	Data Encryption. Decryption, Public Key. Private Key, Digital Signature, E-check Certification. Plastic Money-Debit. Credit card and other Smart Cards. Digital Certification
25/09/2023-30/09/2023	Threats in E-Commerce, Security of Client & Service provider Security Issues over the Web Firewalls,
02/10/2023-07/10/2023	Cyber Law-IT ACT 2000
09/10/2023-14/10/2023	E-governance
16/10/2023-21/10/2023	Revision & Test
23/10/2023-28/10/2023	Revision & Test
30/10/2023-04/11/2023	Revision & Test
06/11/2023-11/11/2023	Revision & Test
20/11/2023-25/11/2023	Revision & Test

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com III

Subject- Taxation Law-I

WEEK	Name of Topic
24/07/2023-29/07/2023	Income from Salaries: Calculation of Taxable Income from Salary including Retirement (Theory and Practical)
31/07/2023-05/08/2023	Income from Salaries: Calculation of Taxable Income from Salary including Retirement (Theory and Practical)-Cont.
07/08/2023-12/08/2023	Income from Salaries: Calculation of Taxable Income from Salary including Retirement (Theory and Practical)-Cont.
14/08/2023-19/08/2023	Income from House Property (Theory and Practical)
21/08/2023-26/08/2023	Profits and Gains from Business or Profession
28/08/2023-02/09/2023	Tax Treatment of Depreciation; Capital Gain
04/09/2023-09/09/2023	Income from other sources
11/09/2023-16/09/2023	clubbing of incomes & aggregation of incomes, set off and carry forward of losses
18/09/2023-23/09/2023	deductions to be made in computing total income
25/09/2023-30/09/2023	deductions to be made in computing total income
02/10/2023-07/10/2023	Revision &Test
09/10/2023-14/10/2023	Revision &Test
16/10/2023-21/10/2023	Revision &Test
23/10/2023-28/10/2023	Revision &Test
30/10/2023-04/10/2023	Revision &Test
06/11/2023-18/11/2023	Revision &Test
20/11/2023-25/11/2023	Revision &Test

Lesson Plan (Session: 2023-24)	
Name of Assistant Professor- Dr. Maninder Kaur Walia	
Class- B.com I	
Subject- Business Communication Skills	
WEEK	Name of Topic
01/04/2024-06/04/2024	Introduction: Basics of communication, Seven C's of effective communication, barriers to communication, ethical context of communication
08/04/2024-13/04/2024	Business Communication at Workplace: Letter writing component, layout and process, E-mail communication, bad news messages, persuasive written communication, memos, notice, agenda and minutes of meeting
15/04/2024-20/04/2024	Report Writing: Types of business reports, structure of reports, short reports, long reports, abstracts and summaries, proposal
22/04/2024-27/04/2024	Communication Skills, note making, persuasive speaking Body language, Gestures.
29/04/2024-04/05/2024	Reading skills, listening skills

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com II

Subject- Marketing Management

WEEK	Name of Topic
01/04/2024-06/04/2024	Introduction Nature Scope. Importance of marketing. Marketing concepts- Traditional and Modern 7P's of Marketing. Market Segmentation - Concept, Importance and basis of market segmentation, E-Marketing
08/04/2024-13/04/2024	Consumer Behavior: Nature, Scope Importance. Factors affecting buyer behavior Product Planning and Development Importance and scope of Product Planning in marketing. Stages of New product development Product Lifecycle Stages of Product life cycle, factors affecting product life cycle
15/04/2024-20/04/2024	Branding and Trademark: Difference between brand and trademark, Advantages and criticism of branding, types of branding, Brand Polices and Strategies Pricing - Meaning Importance, Factors affecting pricing, pricing objectives. Types of price policy and pricing strategies
22/04/2024-27/04/2024	Advertising: Concept Importance and criticism of advertising: Media of advertising. Evaluating advertising effectiveness,
29/04/2024-04/05/2024	Sales Promotion Importance, Methods, Functions and Publicity

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com II

Subject- Business Ethics

WEEK	Name of Topic
01/04/2024-06/04/2024	Business Ethics: Meaning, nature and importance in business organizations, Linkages of the Stakeholders relationships, social responsibility and corporate Governance
08/04/2024-13/04/2024	Emerging Business Ethics: Issues and institutionalization of business ethics. Ethical decision-making and ethical leadership, Individual values and philosophies, Organizational factors corporate values and cultures, ethical culture and relationships
15/04/2024-20/04/2024	Implementing Business Ethics: Developing an effective ethical program, Implementing and auditing ethical program. Business ethics in global economy
22/04/2024-27/04/2024	Business Sustainability: Ethical and social responsibility dimensions
29/04/2024-04/05/2024	Understanding techniques of moral reasoning and argumentations

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com II

Subject- Statistical Analysis through Software

WEEK	Name of Topic
01/04/2024-06/04/2024	SPSS, Introduction, Advantages and disadvantages, Data entry, Data editor, View, Variable view, Pivot table editor. Text output editor, Chart editor.
08/04/2024-13/04/2024	Savings of Data, Variable, Types of Variables, Rules for Variable, Data analysis, Procedure, Variables selection for analysis, Run the procedure.
15/04/2024-20/04/2024	Procedures of Analysis Descriptive Statistics, Custom Tables, General Linear Model (GLM), Correction, Regression
22/04/2024-27/04/2024	Loonier, Classify, Data reduction, Scale, Time Series, Auto correlation, Cross Correlation.
29/04/2024-04/05/2024	Procedures of Analysis Spectral, Survival, Bar, Line, Arra, Pie, Boxplot, Pareto, Control, Normal PP Plots, Normal QQ Plots, Sequences, Reports.

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com III

Subject- Taxation procedure & practice

WEEK	Name of Topic
01/04/2024-06/04/2024	Computation of total income and tax liability of an individual and H.U.F
08/04/2024-13/04/2024	Computation of total income and tax liability of a Firm.
15/04/2024-20/04/2024	Deduction of tax at source, advance payment of tax, Income tax authorities and their powers
22/04/2024-27/04/2024	Procedure for assessment, different types of returns., Procedure of filing e-return and revised return.
29/04/2024-04/05/2024	Recovery and refund of tax, Penalties and prosecutions, appeals and revision

Lesson Plan (Session: 2023-24)

Name of Assistant Professor- Dr. Maninder Kaur Walia

Class- B.com I

Subject- Business Mangement

WEEK	Name of Topic
24/07/2023-29/07/2023	An introduction to Business and related concepts
31/07/2023-05/08/2023	Scope of Business activities
07/08/2023-12/08/2023	An introduction to Management
14/08/2023-19/08/2023	Various approaches to Management thought
21/08/2023-26/08/2023	Planning and types of plans
28/08/2023-02/09/2023	Organizing
04/09/2023-09/09/2023	Forms of Organisation structure
11/09/2023-16/09/2023	Staffing
18/09/2023-23/09/2023	Recruitment
25/09/2023-30/09/2023	Selection
02/10/2023-07/10/2023	Directing
09/10/2023-14/10/2023	Leadership
16/10/2023-21/10/2023	Motivation and Decision making
23/10/2023-28/10/2023	Controlling and it's techniques
30/10/2023-04/10/2023	Management by Objectives and Management by Change
06/11/2023-18/11/2023	Revision &Test
20/11/2023-25/11/2023	Revision &Test