

E.M. GOPALAKRISHNA KONE YADAVA WOMEN'S COLLEGE

**An Autonomous Institution -Affiliated to Madurai Kamaraj University
Re-accredited (3rd Cycle) with Grade A+ & CGPA 3.51 by NAAC**



LESSON PLAN 2021-2022

DEPARTMENT OF COMMERCE (UG & PG – Odd Semester)

- 1) B.Com. Regular, Self-Finance, Computer Applications and Professional Accounting
- 2) M.Com. Computer Applications



E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI - 625 014.

(An Autonomous Institution - Affiliated to Madurai Kamaraj University)

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LESSON PLAN

2021-2022

Class : I Bcom (R)

Semester : I

Sub. Code : 21C12

Title of the Paper: Financial Accounting-I

Total Hours : 6 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Concepts and Conventions of Final Accounts: - Journal, Ledger, Trial Balance - Final Accounts of Sole Trading Concern- Trading, Profit and Loss Account and Balance Sheet.	18	Online & Google meet	G.Karthiga Gt. Karthiga
Sep 2021	II	Rectification of Errors: Classification - Errors of omission - Errors of Commission - Errors of Principle - Compensating Errors - Suspense Account. Bank Reconciliation Statement: Meaning- Causes for Differences - Preparation of Bank Reconciliation Statement.	18	Online & Google meet	G.Karthiga Gt. Karthiga
Oct 2021	III	Final Accounts of Non Profit Organisation: Receipts and Payments Account - Income and Expenditure Account- Balance Sheet.	18	Online & Google meet	G.Karthiga Gt. Karthiga
Nov 2021	IV	Depreciation: Meaning - Causes - Objectives- Methods - Straight Line Method - Diminishing Balance Method - Annuity Method- Sinking Fund Method - Depletion method.	18	Online & Google meet	G.Karthiga Gt. Karthiga
Dec 2021	V	Bill of Exchange: Meaning - Advantages - Kinds of Bills - Distinction between Bill of Exchange and Promissory Note - Recording Bill Transaction in Journal: Endorsement - Discounting - Bill sent for collection - Retiring of Bill - Dishonour of Bill - Renewal of Bill - Insolvency of Acceptor - Accommodation Bill.	18	Online & Google meet	G.Karthiga Gt. Karthiga

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LESSON PLAN
2021-2022

Class : I B.Com(SF)


Semester : I

Sub. Code : 21C11

Title of the Paper: Marketing

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Marketing: Meaning- Objectives & Importance of marketing-Modern marketing concept- Marketing Mix (4 PS'). Marketing Functions: Buying - Elements- Methods. Selling - Elements - Assembling - Advantages - Problems.	14	Online	G.Jyothi <i>G.Jyothi</i>
Sep 2021	II	Product and Pricing: Meaning of product - Features - Classification of Products - Product life cycle-New Product Planning and Development Process. Pricing: Meaning - Kinds of Prices- Factors influencing the pricing	13	Online	G.Jyothi <i>G.Jyothi</i>
Oct 2021	III	Standardization, Grading and Warehousing: Standardization : Meaning – Importance - Types of standard – Benefits. Grading: Meaning – Branding - Labeling & Packaging– Advantages – Functions. Storage & Warehouses: Advantages of storage- Types of warehouses.	16	Online	G.Jyothi <i>G.Jyothi</i>
Nov 2021	IV	Promotion & Physical Distribution: Promotion: Objectives – Importance. Physical Distribution :	17	Online	G.Jyothi <i>G.Jyothi</i>

		Functions –Classification of Channels - Factors to be considered in Channel Selection.			
Dec 2021	V	Recent trends in Marketing: E-Marketing - Online Marketing - Multi level Marketing - Meaning, Merits & Demerits - Mobile Marketing - Uses- Concept of Green Marketing.	15	Online	G.Jyothi 

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LESSON PLAN
2021-2022

Sub.Code : 21NMR1 & 21NMC1

Title of the Paper: NME

Semester : I

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Accounting: Meaning, Concepts and Conventions - Double entry system- Rules for journal- Journal entries.	14	Online	G.Jyothi
Sep 2021	II	Subsidiary books: Purchase book - Sales book - Purchase returns book - Sales returns book.	13	Online	G.Jyothi
Oct 2021	III	Cash Book: Petty cash book.	16	Online	G.Jyothi
Nov 2021	IV	Ledger, Trial Balance	17	Online	G.Jyothi
Dec 2021	V	Final Accounts of Sole Traders: Adjustments, (Closing Stock, Depreciation, Baddebts, Provision for doubtful debts - Prepaid Expenses only).	15	Online	G.Jyothi

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LESSON PLAN
2021-2022

Class : I B.COM(CA) 'C'
Sub. Code : 21C12

Semester : I

Title of the Paper: Financial Accounting - I

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Concepts and Conventions of Final Accounts: - Journal, Ledger, Trial Balance - Final Accounts of Sole Trading Concern- Trading, Profit and Loss Account and Balance Sheet.	18	Online	G.Jyothi
Sep 2021	II	Rectification of Errors: Classification - Errors of omission - Errors of Commission - Errors of Principle - Compensating Errors - Suspense Account. Bank Reconciliation Statement: Meaning- Causes for Differences - Preparation of Bank Reconciliation Statement.	18	Online	G.Jyothi
Oct 2021	III	Final Accounts of Non Profit Organisation: Receipts and Payments Account - Income and Expenditure Account- Balance Sheet.	18	Online	G.Jyothi
Nov 2021	IV	Depreciation: Meaning - Causes - Objectives- Methods - Straight Line Method - Diminishing Balance Method - Annuity Method- Sinking Fund Method - Depletion method.	18	Online	G.Jyothi
Dec 2021	V	Bill of Exchange: Meaning - Advantages - Kinds of Bills - Distinction between Bill of Exchange and Promissory Note - Recording Bill Transaction in Journal: Endorsement - Discounting - Bill sent for collection - Retiring of Bill - Dishonour of Bill - Renewal of Bill - Insolvency of Acceptor - Accommodation Bill.	18	Online	G.Jyothi

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LESSON PLAN
2021-2022

Class: I B.COM (R)

Sub. Code: 171C1

Semester: I

Total Hours: 90 Hours

Title of the Paper: Business Correspondence

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	<p>Forms of Business Letters: Intended form, Hanging intended form, Full block form, Semi block form- Structure – Letter Head, Date, Inside address, Attention line, Salutation, Subject and Reference, Body of the Letter, Complementary close, Signature, Enclosure -Essential Parts of a Business Letter-Qualities of a Good Business Letter.</p> <p>Application letter: Forms of Application Letters-Solicited and Unsolicited letters-Bio-data-Advertisements, Interview letters, References, Testimonials - Appointment letter-Letter of Status Enquiry-Favourable Reply, Unfavourable Reply and Non-committal Reply.</p>	18	Online & Google meet	M.Sriramajayam <i>M. Sriram</i>
Sep 2021	II	<p>Trade Enquiries: Points to be remembered for Enquiry Letters-Offers and Quotations-Terms used in Offers and Quotations - Letters of Offers and Quotations- Trade Orders: Contents of an order letter-Hints for Drafting order letters.</p> <p>Compliant letters: Characteristics- Occasions for writing Complaint Letters: Delay in Delivery, Inferior Quality, Misbehaviour of Staff and Wrong Despatch- Regret Letter - Adjustment Letters: Points to be noted for Adjustment Letters.</p>	18	Online & Google meet	M.Sriramajayam <i>M. Sriram</i>
Oct 2021	III	<p>Letter of Credit - Collection Letters: Features-Collection remainders (first, second, third, fourth letters) -Circular Letters: Situations for writing letters – Opening of a new business, Letter of Admission of a Partner, Retirement of a Partner, Death of a partner, Change of Address, Clearance Sales - Letters relating</p>	18	Online & Google meet	K.Kanagavalli <i>K. Kanagavalli</i>

		to Import and Export; Procedure for Import – Letters in Import trade – Procedure for Export -Letters in Export trade.			
Nov 2021	IV	Banking Correspondence: Types of Banking Correspondence – Letters from the Customers to the Banker and Replies, Letters from the Banker to the Customers, Letters between the Branch and Head office. Insurance Correspondence: Life Insurance – Kinds of life policies – Procedure to take out a life policy – Life Insurance Correspondence. Fire Insurance: Procedure for taking out a policy – Procedure for making claim and settlement – Letters in fire insurance. Marine Insurance: Kinds of marine policies-Settlement of claims-Letters in marine insurance.	18	Online & Google meet	K Kanagavalli for S. Jayadevi
Dec 2021	V	Report Writing: Meaning – Characteristics of Good Report – Types – Agent Report, Committee's Report , Press Report , Market Report (Theory only). Electronic Communication: Email – Advantages – Contents – Characteristics of an effective Email – Drafting of Email – Fax – Drafting of Fax Message – Meaning of Voice Mail – Short Message Service – Video Conferencing – Importance of Video Conferencing.	18	Online & Google meet	K Kanagavalli for S. Jayadevi

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LESSON PLAN 2021-2022

Class : I B.COM
Sub. Code : 21AC1

Semester : I

Title of the Paper: Computer Fundamentals

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Unit: I - Introduction to Computer: Introduction – Importance - Characteristics of computers - Uses of Computers. Classification of Computers: Microcomputers-Minicomputers - Mainframes - Supercomputers - Network Computers. Five Generations of Modern Computers: First Generation Computers-second Generation Computers-Third Generation Computers-Fourth Generation Computers-Fifth Generation Computers.	15	Online	Dr.K.Padma vathy <i>K. Padmavathy</i>
Sep 2021	II	Number System: Decimal Number System – Binary Number System – Octal Number System - Hexadecimal Number System.	13	Online	<i>K. Padmavathy</i>
Oct 2021	III	CPU & Memory: Introduction - Central Processing Unit(CPU) – Memory – Random Access Memory (RAM) - Read Only Memory(ROM). Storage Devices: Magnetic Tape: Quarter inch Cartridge (QIC) Tapes, 8mm Helical Scan Tapes & DAT Cartridge. Optical Disk: CD-ROM, CD-	16	Online	<i>K. Padmavathy</i>

		R,CD-RW,DVD,DVD-R & DVD-RW,DVD+R & DVD+RW, Combo Drives – Basic Anti Virus concepts.			
Nov 2021	IV	Input Devices: Keyboard - Mouse- Trackball - Scanner - Bar Code Reader- Card Reader-Webcams - Digital Cameras-Video Cameras (Camcorders) - Optical Character Reading(OCR)- Optical Mark Recognition(OMR), Magnetic Ink Character Recognition (MICR). Output Devices: – Monitor, Printer, Plotter, Multimedia Projector, Sound cards and Speakers.	16	Online	K. Padmaswamy
Dec 2021	V	Computer Networks: Introduction - Types of Networks: LAN, WAN. Network Topology: Star, Ring, Bus, Tree. Network Protocols – Network Architecture.	15	Online	K. Padmaswamy.

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LESSON PLAN
2021-2022

Class: I M.Com Semester: I

Sub. Code: 21OPC12

Title of the Paper: Advanced Financial Accounting

Total Hours: 6 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Accounting –Financial information system-convention and postulates ,accounting standards- Indian and international ,critical review of accounting principles and concepts	18	Online & Google meet	G.Karthika G. Karthika
Sep 2021	II	Single entry system: Ascertainment of profit or loss –conversion to double entry system	18	Online & Google meet	G.Karthika G. Karthika
Oct 2021	III	Branch and developmental accounts (including foreign Branches)- Hair purchases and installment purchase system.	18	Online & Google meet	G.Karthika G. Karthika
Nov 2021	IV	Insolvency accounting (Individuals and firms)- Voyage Accounting Investment accounting- Insurance claim-Average clause policy- Loss of profit policy.	18	Online & Google meet	G.Karthika G. Karthika
Dec 2021	V	Accounting problems related to admission- retirement and death of a partner dissolution and amalgamation of Firms- Sale to a company-AS10	18	Online & Google meet	G.Karthika G. Karthika

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LESSON PLAN
2021-2022



Class: I B.COM (PA)

Sub. Code: 21ARI

Semester: I

Title of the Paper: Business Economics

Total Hours: 6 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Business Economics - Definition - Nature - Scope - Theories of economics - Relationship with other subjects - Distinction between Economics and Managerial Economics - Economics tools applied to Business - Role of Business Economist	18	Online & Google meet	B.Kalyani 
Sep 2021	II	Demand Supply Laws - Law of Demand - Determinants of Demand - Elasticity of Demand - Price Elasticity - Income Elasticity - Cross and Promotional Elasticity - Factors affecting Elasticity of Demand - Supply law - elasticity of supply	18	Online & Google meet	B.Kalyani 
Oct 2021	III	Demand Forecasting - Meaning - Importance - Factors Involved - Methods of Forecasting - Established Product - New product	18	Online & Google meet	B.Kalyani 
Nov 2021	IV	Price Analysis - Methods of pricing - Pricing Determination - Perfect Competition - Monopoly Features - Monopolistic Competition - Oligopoly Features. Pricing policies and methods - Skimming pricing, Penetration pricing - Differential pricing - Product line pricing.	18	Online & Google meet	B.Kalyani 
Dec 2021	V	Profit Planning and Control - Nature- Methods - Profit budget - Break Even Analysis - Rate of Return on Investment - Profit Forecasting.	18	Online & Google meet	B.Kalyani 

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LESSON PLAN
2021-2022

Class : I M.Com (CA) 'A'
Sub.Code : 21OPDIP
Title of the Paper: C++ Lab

Semester : I

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	C++ program illustrating Variable scope. C++ program illustrating Swapping integer values by reference. C++ program illustrating Checking whether the number is even or odd.	18	Practical	S.Chitradevi
Sep 2021	II	C++ program illustrating inline functions. C++ program to Print Triangle of Stars C++ program to find Maximum of two numbers using Friend function. C++ program illustrating Copy constructor.	18	Practical	S.Chitradevi
Oct 2021	III	Sorting of numbers and names using function overloading. C++ Program to Find Sum of Array Elements. C++ program to Print Table of any Number.	18	Practical	S.Chitradevi
Nov 2021	IV	C++ program illustrating inheritance (Multiple, Multilevel, Hybrid) Program for Single Inheritance Program for Constructors and Destructors	18	Practical	S.Chitradevi

Dec 2021	V	Number manipulation using operator overloading. C++ program illustrating Virtual classes & virtual functions.	18	Practical	<i>S. Chitra</i>
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S. Chitra
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Class: I M.COM CA

Sub. Code: 21OPD13

Semester :I

Title of the Paper: Advanced Corporate Accounting

Total Hours : 90 Hours

Month	Units	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Bank accounts - Preparation of Profit and Loss Account - Balance Sheet- Insurance company accounts -Life and general Insurance - Preparation of Revenue, Profit and Loss account and Balance Sheet.	18	Chalk & Talk	R.Amala mary 
Sep 2021	II	Amalgamation - Meaning - Types - Purchase Consideration - Methods of Purchase Consideration - Methods of Accounting for Amalgamation - Absorption - Meaning - Accounting Treatment - External Reconstruction - Meaning - Accounting Treatment - Alteration of Share capital -Types - Internal Reconstruction - Accounting Entries.	18	Chalk & Talk	R.Amala mary 
Oct 2021	III	Liquidation of companies - Meaning - Modes of Winding Up - Order of Payment - Statement of Affairs - Liquidator's Final Statement of Account.	18	Chalk & Talk	R.Amala mary
Nov 2021	IV	Preparation of final accounts of companies (as per Revised schedule VI) - Accounting Standards-Meaning-objectives-Need-Significance-Accounting Standards in India -AS 1: Disclosure of Accounting Policies, AS 2: Valuation of Inventories, AS 3 : Cash Flow Statement , AS 5 : Net Profit or Loss for the period, AS6 : Depreciation Accounting, AS 10 : Accounting for Fixed Assets, AS13: Accounting for Investments, AS14: Accounting for Amalgamation , AS	18	Chalk & Talk	R.Amala mary 

		20 : Earnings per Share , AS 21: Consolidated Financial Statements, AS26: Intangible Assets.			
Dec 2021	V	Holding companies – Consolidation of Profit and Loss Accounts – Consolidated Balance Sheet (excluding intercompany holdings).	18	Chalk & Talk	R.Amala mary

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LESSON PLAN
2021-2022

Class : I B.Com(R)

Sub. Code : 17C11

Semester : I

Total Hours: 75 Hours

Title of the Paper: Marketing

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Marketing: Meaning-Objectives & Importance of marketing-Modern marketing concept- Marketing Mix (4 PS'). Marketing Functions: Buying - Elements- Methods. Selling - Elements - Assembling - Advantages - Problems.	14	Online & Google meet	M. Sriramajayam <i>M. Sriramajayam</i>
Sep 2021	II	Product and Pricing: Meaning of product - Features - Classification of Products -Product life cycle-New Product Planning and Development Process. Pricing: Meaning - Kinds of Prices- Factors influencing the pricing	14	Online & Google meet	M. Sriramajayam <i>M. Sriramajayam</i>
Oct 2021	III	Standardization, Grading and Warehousing: Standardization : Meaning - Importance - Types of standard - Benefits. Grading: Meaning - Branding - Labeling & Packaging- Advantages - Functions. Storage & Warehouses: Advantages of storage- Types of warehouses.	16	Online & Google meet	M. Neelavathy <i>M. Neelavathy</i>
Nov 2021	IV	Promotion & Physical Distribution: Promotion: Objectives - Importance. Physical Distribution : Functions - Classification of Channels - Factors to be considered in Channel Selection.	16	Online & Google meet	M. Neelavathy <i>M. Neelavathy</i>
Dec 2021	V	Recent trends in Marketing: E-Marketing - Online Marketing - Multi level Marketing - Meaning, Merits & Demerits - Mobile Marketing - Uses- Concept of Green Marketing.	15	Online & Google meet	M. Neelavathy <i>M. Neelavathy</i>

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LESSON PLAN 2021-2022

Class : I M.Com (CA)
 Sub. Code : 17OPC14
 Total Hours : 90 Hours

Semester : 1

Title of the Paper: Financial markets and services

Month	Unit	Course Content	Hours	Teaching Mode & Methods	Course teacher Signature
Aug 2021	Unit-I	Financial System - Meaning – Functions - Financial concepts - Financial assets – Financial Intermediaries – Financial markets - Financial rate of returns Financial Instruments - Classification of Financial market - Capital Market – Money Market – Development of Financial system in India - Weaknesses of Indian Financial system – Securities and Exchange Board of India (SEBI)- SEBI Guidelines	18	Online & Google meet	D. REENA D.R.
SEP 2021	Unit-II	Money Market - Definition – Money market Vs Capital Market - Features – Objectives - Characteristic features of a developed money market – Importance of money market - Composition of money market – Call money market – Commercial bills market – Acceptance market – Treasury bill market - Discount market – Bill markets in India – Money market Instruments.	18	Online & Google meet	D. REENA D.R.
OCT	Unit-	Capital Market - New issue	18	Online &	

2021	III	market - New issue market Vs Stock exchange – Functions of new issue market - Secondary market - Stock exchanges - Functions - Listing of Securities – Registration of stock brokers - Methods of trading in stock exchange- Defects of Indian capital markets.		Google meet	D. Reena D. R.
Nov 2021	Unit-IV	Mutual funds –Definition Importance - Risks - Classification of funds - Close – ended funds - Open –ended funds - Income funds – Growth funds – Balance funds - Specialized funds – Money market mutual fund – Taxation funds – Organisation of the fund – Net asset value	18	Online & Google meet	D. REENA D. R.
DEC 2021	Unit-V	Venture Capital - Features of Venture Capital- Scope of Venture capital – Importance of venture capital - Factoring:- Meaning - Functions - Types – Factoring Vs. Discounting - Benefits.	18	Online & Google meet	D. REENA D. R.

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LESSON PLAN
2021-2022

Class : I Bcom (CA) A

Sub. Code : 21C12

Total Hours : 90 Hours

Semester : I

Title of the Paper: Financial Accounting-I

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
AUG 2021	I	Concepts and Conventions of Final Accounts – Journal, Ledger, Trial Balance – Final Accounts of Sole Trading Concern- Trading, Profit and Loss Account and Balance Sheet.	18	Online & Google meet	D. Reena <i>D. Reena</i>
SEP 2021	II	Rectification of Errors: Classification – Errors of omission – Errors of Commission – Errors of Principle – Compensating Errors – Suspense Account. Bank Reconciliation Statement: Meaning- Causes for Differences – Preparation of Bank Reconciliation Statement.	18	Online & Google meet	D. Reena <i>D. Reena</i>
OCT 2021	III	Final Accounts of Non Profit Organisation: Receipts and Payments Account – Income and Expenditure Account- Balance Sheet.	18	Online & Google meet	D. Reena <i>D. Reena</i>
NOV 2021	IV	Depreciation: Meaning – Causes – Objectives- Methods – Straight Line Method – Diminishing Balance Method – Annuity Method- Sinking Fund Method – Depletion method.	18	Online & Google meet	D. Reena <i>D. Reena</i>
DEC 2021	V	Bill of Exchange: Meaning – Advantages – Kinds of Bills – Distinction between Bill of Exchange and Promissory Note – Recording Bill Transaction in Journal: Endorsement – Discounting – Bill sent for collection – Retiring of Bill – Dishonour of Bill – Renewal of Bill – Insolvency of Acceptor – Accommodation Bill.	18	Online & Google meet	D. Reena <i>D. Reena</i>

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LESSON PLAN
2021-2022

Class : I B.Com(CA)'B'
Sub. Code : 21D1P

Semester : I

Title of the Paper: MS-Office Lab

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Sep 2021	II	MS-EXCEL <input type="checkbox"/> Cell Editing <input type="checkbox"/> Usage of Formulae and Built-in Functions <input type="checkbox"/> File Manipulations <input type="checkbox"/> Data Sorting (both number and alphabets) <input type="checkbox"/> Worksheet Preparation <input type="checkbox"/> Drawing Graphs <input type="checkbox"/> Usage of Auto Formatting	13	Online (Practical)	

Oct 2021	III	MS-POWER POINT <ul style="list-style-type: none"> <input type="checkbox"/> Inserting Clip arts and Pictures <input type="checkbox"/> Frame movements of the above <input type="checkbox"/> Insertion of new slides <input type="checkbox"/> Preparation of Organisation Charts <input type="checkbox"/> Presentation using Wizards <input type="checkbox"/> Usage of design templates 	16	Online (Practical)	<i>[Signature]</i>
Nov 2021	IV	MS-ACCESS <ul style="list-style-type: none"> <input type="checkbox"/> Creating Tables <input type="checkbox"/> Creating Forms 	17	Online (Practical)	<i>[Signature]</i>
Dec 2021	V	<input type="checkbox"/> Designing Reports	15	Online (Practical)	<i>[Signature]</i>

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LESSON PLAN
2021-2022

Class : I B.COM(CA) 'B'
Sub. Code : 21AD1

Semester : I

Title of the Paper: Computer Fundamentals

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Unit: I - Introduction to Computer: Introduction – Importance - Characteristics of computers - Uses of Computers. Classification of Computers: Microcomputers-Minicomputers - Mainframes - Supercomputers - Network Computers. Five Generations of Modern Computers: First Generation Computers-second Generation Computers-Third Generation Computers-Fourth Generation Computers-Fifth Generation Computers.	15	Online	S.Nivethitha 
Sep 2021	II	Number System: Decimal Number System – Binary Number System – Octal Number System - Hexadecimal Number System.	13	Online	

Oct 2021	III	CPU & Memory: Introduction - Central Processing Unit(CPU) - Memory - Random Access Memory (RAM) - Read Only Memory(ROM). Storage Devices: Magnetic Tape: Quarter inch Cartridge (QIC) Tapes, 8mm Helical Scan Tapes & DAT Cartridge. Optical Disk: CD-ROM, CD-R, CD-RW, DVD, DVD-R & DVD-RW, DVD+R & DVD+RW, Combo Drives - Basic Anti Virus concepts.	16	Online	<i>Smith</i>
Nov 2021	IV	Input Devices: Keyboard - Mouse- Trackball - Scanner - Bar Code Reader- Card Reader-Webcams - Digital Cameras-Video Cameras (Camcorders) - Optical Character Reading(OCR)- Optical Mark Recognition(OMR), Magnetic Ink Character Recognition (MICR). Output Devices: - Monitor, Printer, Plotter, Multimedia Projector, Sound cards and Speakers.	16	Online	<i>Smith</i>
Dec 2021	V	Computer Networks: Introduction - Types of Networks: LAN, WAN. Network Topology: Star, Ring, Bus, Tree. Network Protocols - Network Architecture.	15	Online	<i>Smith</i>

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LESSON PLAN 2021-2022

Class : I B.COM(CA) 'A'
 Sub. Code : 21ADI

Semester : I

Title of the Paper: Computer Fundamentals

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Unit: I - Introduction to Computer: Introduction - Importance - Characteristics of computers - Uses of Computers. Classification of Computers: Microcomputers- Minicomputers - Mainframes - Supercomputers - Network Computers. Five Generations of Modern Computers: First Generation Computers-second Generation Computers-Third Generation Computers-Fourth Generation Computers-Fifth Generation Computers.	15	Online	A.Kavitha 
Sep 2021	II	Number System: Decimal Number System - Binary Number System - Octal Number System - Hexadecimal Number System.	13	Online	
Oct 2021	III	CPU & Memory: Introduction - Central Processing Unit(CPU) - Memory - Random Access Memory (RAM) - Read Only Memory(ROM). Storage Devices: Magnetic Tape: Quarter inch Cartridge (QIC) Tapes, 8mm Helical Scan Tapes & DAT Cartridge. Optical Disk: CD-ROM, CD-R, CD-	16	Online	

		RW,DVD,DVD-R & DVD-RW,DVD+R & DVD+RW, Combo Drives – Basic Anti Virus concepts.			
Nov 2021	IV	Input Devices: Keyboard - Mouse- Trackball - Scanner - Bar Code Reader- Card Reader- Webcams - Digital Cameras- Video Cameras (Camcorders) - Optical Character Reading(OCR)- Optical Mark Recognition(OMR), Magnetic Ink Character Recognition (MICR). Output Devices: – Monitor, Printer, Plotter, Multimedia Projector, Sound cards and Speakers.	16	Online	<i>A. Hantha</i>
Dec 2021	V	Computer Networks: Introduction - Types of Networks: LAN, WAN. Network Topology: Star, Ring, Bus, Tree. Network Protocols – Network Architecture.	15	Online	<i>A. Hantha</i>

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TADURAI-636 014



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LESSON PLAN
2021-2022

Class : I M.COM (CA)

Semester : I

Sub. Code : 21OPD12

Title of the Paper: Marketing Management

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Marketing: Definition – Concept – Nature- Scope – Importance – Market Segmentation – Marketing Mix – Buyer Decision Process	14	Chalk & Talk	T. Karthiyayini
Sep 2021	II	Product policy: Product classification – Product mix – Product line – Product life cycle – Stages in new product development- Pricing Procedure- Factors affecting price determination- Pricing policies	13	Chalk & Talk	T. Karthiyayini
Oct 2021	III	Channels of Distribution: Channel functions - Types of channels - Factors considered in the selection of channels - Wholesalers - Retailers and other middlemen - Online marketing – Telemarketing – Multilevel marketing- Green marketing	16	Chalk & Talk	T. Karthiyayini
Nov 2021	IV	Promotional strategy: Objectives – Importance – Forms of promotion – Tools and techniques of Sales promotion – Purposes of sales promotion – Kinds – Salesmanship – Qualities	17	Chalk & Talk	T. Karthiyayini
Dec 2021	V	Advertising: Functions - kinds of advertising – Advertising Copy – Classification of advertisement copy – Advertising Budget - Causes for failure of advertising - Media selection – Advertising agency – Digital Advertising.	15	Chalk & Talk	T. Karthiyayini

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LESSON PLAN
2021-2022



Class : I B.Com(CA)'A'




Semester : I

Sub. Code : 21DIP


Title of the Paper: MS-Office Lab

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	MS-WORD <ul style="list-style-type: none">1. Text Manipulations.2. Usage of Numbering, Bullets, Footer and Headers.3. Usage of Spell check, and Find & Replace.4. Text Formatting.5. Picture insertion and alignment.6. Mail Merge Concepts7. Copying Text & Pictures from Excel	14	Online (Practical)	A.Kavitha 
Sep 2021	II	MS-EXCEL <ul style="list-style-type: none">Cell EditingUsage of Formulae and Built-in FunctionsFile ManipulationsData Sorting (both number and alphabets)Worksheet PreparationDrawing GraphsUsage of Auto Formatting	13	Online (Practical)	A.Kavitha 

Oct 2021	III	MS-POWER POINT <ul style="list-style-type: none"> ▪ Inserting Clip arts and Pictures ▪ Frame movements of the above ▪ Insertion of new slides ▪ Preparation of Organisation Charts ▪ Presentation using Wizards ▪ Usage of design templates 	16	Online (Practical)	
Nov 2021	IV	MS-ACCESS <ul style="list-style-type: none"> ▪ Creating Tables ▪ Creating Forms 	17	Online (Practical)	
Dec 2021	V	<ul style="list-style-type: none"> ▪ Designing Reports 	15	Online (Practical)	

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

Class: I M.COM (CA)

Sub. Code: 22OPCOM13

Semester : I

Title of the Paper: Applied Cost Accounting

Total Hours : 90 Hours

Month	Units	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec. 2021	I	Introduction to Cost Accounting: Definition, Scope, Objectives and Significance of Cost Accounting – Relationship of Cost Accounting and Financial Accounting and Cost Accounting and Management Accounting – Cost Objects, Cost Centers and Cost Units – Elements of Cost – Classification of Costs – Preparation of Cost Sheet	18	Chalk & Talk	B.Lalitha subhanam 
Jan 2022	II	Preparation of Elements of Cost – Material Cost – Procurement of Materials – Inventory Management and Control – Inventory Accounting and Valuation – Physical Verification, treatment of losses – Scrape, Spoilage, Defectives and Wastage – Employee Cost – Time Keeping – Time Booking and Payroll – Labour Turnover – Overtime and Idle time – Principles and methods of remuneration and incentives Schemes – Employee Cost Reporting and Measurements of Efficiency.	18	Chalk & Talk	B.Lalitha subhanam 
Feb 2022	III	Overheads: Collection, Classification and Apportionment and Allocation of Overheads – Absorption and treatment of over or under absorption of overheads – Reporting of Overheads costs. Cost Accounting Standards(Basic Concept Only) (CAS1 to CAS24)	18	Chalk & Talk	B.Lalitha subhanam 
Mar 2022	IV	Methods of Costing: Job Costing – Batch Costing – Contract Costing – Process Costing – Normal and Abnormal losses, equivalent production, joint and By Products – Operating Costing – Transport, Hotel and Hospital.	18	Chalk & Talk	B.Lalitha subhanam 
Apr 2022	V	Cost Accounting Techniques: Marginal Costing – Standard Costing and Variance Analysis – Budget and Budgetary Control : Types of Budget – Production Budget, Sales Budget and Capital Budget	18	Chalk & Talk	B.Lalitha subhanam 

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Class: I B.COM (SF)


Sub. Code: 17C11

Semester :I

Title of the Paper: Marketing

Total Hours : 75 Hours

Month	Units	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Marketing: Definition-Objectives & Importance of marketing-Modern marketing concept- Marketing Mix (4 PS') Approaches to the study of marketing.	14	Chalk & Talk	B.Lalitha subhanam 
Sep 2021	II	Marketing Functions: – Buying: Elements- Methods –Assembling: Advantages – Problems. Selling: Elements - Storage & Warehouses: Meaning – Advantages of storage– Functions of warehouses - Types of warehouses.	14	Chalk & Talk	B.Lalitha subhanam 
Oct 2021	III	Standardization & Grading: Meaning – Types of standard – Benefits of standardization & grading - Marketing Finance: kinds – factors determining working capital – sources of finance - Marketing Risk: Types – methods of handling risk – meaning of Marketing Research.	15	Chalk & Talk	B.Lalitha subhanam 
Nov 2021	IV	Product Planning: Meaning of product - Features - Classification of Products - Product life cycle-New Product Planning Process- Meaning of Brand, Label &	15	Chalk & Talk	B.Lalitha subhanam 

		package – Advantages of branding & labeling – Functions of packaging. Pricing: Meaning - kinds of prices.			
Dec 2021	V	Physical Distribution: Transportation – Classification - Road, Railway, Water & Air transport. Channels of Distribution: Definition-Functions –Classification of channels – Non-Integrated-Integrated - Factors to be considered in Channel Selection-Meaning of E-marketing, Online Marketing, Multi level marketing & Mall Management	17	Chalk & Talk	B.Lalitha subhanam 

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**LESSON PLAN
2021-2022**

Class : I Bcom (SF)

Semester : I

Sub. Code : 21C12

Title of the Paper: Financial Accounting-I

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
AUG 2021	I	Concepts and Conventions of Final Accounts: - Journal, Ledger, Trial Balance - Final Accounts of Sole Trading Concern- Trading, Profit and Loss Account and Balance Sheet.	18	Online & Google meet	V.Jeyapriya <i>Tygrir</i>
SEP 2021	II	Rectification of Errors: Classification - Errors of omission - Errors of Commission - Errors of Principle - Compensating Errors - Suspense Account. Bank Reconciliation Statement: Meaning- Causes for Differences - Preparation of Bank Reconciliation Statement.	18	Online & Google meet	V.Jeyapriya <i>Tygrir</i>
OCT 2021	III	Final Accounts of Non Profit Organisation: Receipts and Payments Account - Income and Expenditure Account- Balance Sheet.	18	Online & Google meet	V.Jeyapriya <i>Tygrir</i>
NOV 2021	IV	Depreciation: Meaning - Causes - Objectives- Methods - Straight Line Method - Diminishing Balance Method - Annuity Method- Sinking Fund Method - Depletion method.	18	Online & Google meet	V.Jeyapriya <i>Tygrir</i>
DEC 2021	V	Bill of Exchange: Meaning - Advantages - Kinds of Bills - Distinction between Bill of Exchange and Promissory Note - Recording Bill Transaction in Journal: Endorsement - Discounting - Bill sent for collection - Retiring of Bill - Dishonour of Bill - Renewal of Bill - Insolvency of Acceptor - Accommodation Bill.	18	Online & Google meet	V.Jeyapriya <i>Tygrir</i>

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LESSON PLAN
2021-2022






Class: II B.COM CA B sec

Semester: I

Sub. Code: 17SEC41

Title of the Paper: Financial Markets and Services.

Total Hrs: 2 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Financial System – Meaning – Functions – Financial concepts.	6	Chalk &Talk	T. Karthiyayini 
Sep 2021	II	New issues market - Functions – Relationship between new issue market and stock exchange – Instruments of issue	6	Chalk &Talk	T. Karthiyayini 
Oct 2021	III	Secondary Market– Control over secondary market – Listing of securities – Kinds of brokers - Methods of trading in a stock exchange .	6	Chalk &Talk	T. Karthiyayini 
Nov 2021	IV	Merchant banking– Functions – Services of merchant banks – Qualities required of merchant bankers	6	Chalk &Talk	T. Karthiyayini 
Dec 2021	V	Mutual fund– Types – Classification – Importance – Organization & operation of the fund.	6	Chalk &Talk	T. Karthiyayini 

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LESSON PLAN
2021-2022






Class: II B.COM CA B sec

Sub. Code: 17SEC41

Semester: I

Title of the Paper: Financial Markets and Services.

Total Hrs: 2 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Financial System - Meaning - Functions - Financial concepts.	6	Chalk &Talk	T. Karthiyayini 
Sep 2021	II	New issues market - Functions - Relationship between new issue market and stock exchange - Instruments of issue	6	Chalk &Talk	T. Karthiyayini 
Oct 2021	III	Secondary Market- Control over secondary market - Listing of securities - Kinds of brokers - Methods of trading in a stock exchange.	6	Chalk &Talk	T. Karthiyayini 
Nov 2021	IV	Merchant banking- Functions - Services of merchant banks - Qualities required of merchant bankers	6	Chalk &Talk	T. Karthiyayini 
Dec 2021	V	Mutual fund- Types - Classification - Importance - Organization & operation of the fund.	6	Chalk &Talk	T. Karthiyayini 

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LESSON PLAN
2021-2022

Class : I M.Com (CA)

Sub.Code : 21OPDE1A

Semester : I

Title of the Paper: Programming in C++

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Principles of OOP: Basic Concepts of OOPS – Benefits of OOP – Applications of OOP- Beginning with C++: What is C++? – A simple C++ program- Structure of C++ Program- Tokens, Expressions and Control Structures: Tokens- Keywords- Identifiers and Constants -Basic Data types- User-defined data types-Derived data types – Declaration of Variables – Dynamic Initialization of variables – Operators in C++ - Scope resolution operators- Memory Management.	14	Chalk & Talk	S.Chitradevi
Sep 2021	II	Functions in C++: The Main Function - Function prototyping – Call by Reference - Return by Reference- Inline Function – Default Arguments – const Arguments – Recursion – Function overloading – Friend and Virtual Functions-Math Library Functions.	13	Chalk & Talk	S.Chitradevi
Oct 2021	III	Classes and Objects: Specifying a class –Defining member functions — private member function –Arrays within classes – memory Allocation for objects-Static data member –Static member function - Array of objects –Objects as function	16	Chalk & Talk	S.Chitradevi

		arguments- Friendly Function.			
Nov 2021	IV	Constructors and Destructors: Constructors – Parameterized constructors – Multiple constructors in class – Constructors with default arguments – Copy constructors – Destructors-Inheritance: Defining Derived classes- Single Inheritance - Multilevel Inheritance – Multiple Inheritance – Hierarchical Inheritance- Hybrid Inheritance- Virtual base classes – Abstract Classes.	17	Chalk & Talk	<i>S. Chakrabarti</i>
Dec 2021	V	Pointers, Virtual functions and Polymorphism: Pointers – Pointers to Objects – this Pointer – Pointers to Derived classes- Virtual functions – Pure Virtual Functions-Virtual constructors and destructors.	15	Chalk & Talk	<i>S. Chakrabarti</i>

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S. Chakrabarti
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PRINCIPAL N.
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LESSON PLAN 2021-2022



Class: I B.COM (CA) B&C




Sub. Code: 211C1

Semester: I

Total Hours: 36 Hours

Title of the Paper: Business Correspondence

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	<p>Forms of Business Letters: Intended form, Hanging intended form, Full block form, Semi block form- Structure - Letter Head, Date, Inside address, Attention line, Salutation, Subject and Reference, Body of the Letter, Complementary close, Signature, Enclosure -Essential Parts of a Business Letter-Qualities of a Good Business Letter.</p> <p>Application letter: Forms of Application Letters-Solicited and Unsolicited letters-Bio-data-Advertisements, Interview letters, References, Testimonials - Appointment letter-Letter of Status Enquiry-Favourable Reply, Unfavourable Reply and Non-committal Reply.</p>	18	Online & Google meet	S.Jayasakthi 
Sep 2021	II	<p>Trade Enquiries: Points to be remembered for Enquiry Letters-Offer and Quotations-Terms used in Offers and Quotations - Letters of Offers and Quotations- Trade Orders: Contents of an order letter-Hints for Drafting order letters.</p> <p>Compliant letters: Characteristics- Occasions for writing Complaint Letters: Delay in Delivery, Inferior Quality, Misbehaviour of Staff and Wrong Despatch- Regret Letter - Adjustment Letters: Points to be noted for Adjustment Letters.</p>	18	Online & Google meet	S.Jayasakthi 

Oct 2021	III	Letter of Credit - Collection Letters: Features-Collection remainders (first, second, third, fourth letters) -Circular Letters: Situations for writing letters - Opening of a new business, Letter of Admission of a Partner, Retirement of a Partner, Death of a partner, Change of Address, Clearance Sales - Letters relating to Import and Export; Procedure for Import - Letters in Import trade - Procedure for Export -Letters in Export trade.	18	Online & Google meet	S.Jayasakthi 
Nov 2021	IV	Banking Correspondence: Types of Banking Correspondence - Letters from the Customers to the Banker and Replies, Letters from the Banker to the Customers, Letters between the Branch and Head office. Insurance Correspondence: Life Insurance - Kinds of life policies - Procedure to take out a life policy - Life Insurance Correspondence. Fire Insurance: Procedure for taking out a policy - Procedure for making claim and settlement - Letters in fire insurance. Marine Insurance: Kinds of marine policies-Settlement of claims-Letters in marine insurance.	18	Online & Google meet	S.Jayasakthi 
Dec 2021	V	Report Writing: Meaning - Characteristics of Good Report - Types - Agent Report, Committee's Report, Press Report, Market Report (Theory only). Electronic Communication: Email - Advantages - Contents - Characteristics of an effective Email - Drafting of Email - Fax - Drafting of Fax Message - Meaning of Voice Mail - Short Message Service - Video Conferencing - Importance of Video Conferencing.	18	Online & Google meet	S.Jayasakthi 

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**LESSON PLAN
2021-2022**

Class : I B.Com(CA)'C'

Semester : I

Sub. Code : 21D1P

Title of the Paper: MS-Office Lab

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	MS-WORD <ul style="list-style-type: none">1. Text Manipulations.2. Usage of Numbering, Bullets, Footer and Headers.3. Usage of Spell check, and Find & Replace.4. Text Formatting.5. Picture insertion and alignment.6. Mail Merge Concepts7. Copying Text & Pictures from Excel	14	Online (Practical)	S. Chitradevi
Sep 2021	II	MS-EXCEL <ul style="list-style-type: none">Cell EditingUsage of Formulae and Built-in FunctionsFile ManipulationsData Sorting (both number and alphabets)Worksheet PreparationDrawing GraphsUsage of Auto Formatting	13	Online (Practical)	S. Chitradevi

Oct 2021	III	MS-POWER POINT <ul style="list-style-type: none"> ▪ Inserting Clip arts and Pictures ▪ Frame movements of the above ▪ Insertion of new slides ▪ Preparation of Organisation Charts ▪ Presentation using Wizards ▪ Usage of design templates 	16	Online (Practical)	<i>S. Chitambar</i>
Nov 2021	IV	MS-ACCESS <ul style="list-style-type: none"> ▪ Creating Tables ▪ Creating Forms 	17	Online (Practical)	<i>S. Chitambar</i>
Dec 2021	V	Designing Reports	15	Online (Practical)	<i>S. Chitambar</i>

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LESSON PLAN
2021 - 2022

Semester : I

Class : I B.COM(CA) 'A'

Sub. Code : 21ADI

Title of the Paper: Computer Fundamentals

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Unit I-Introduction to Computer: Introduction-Importance characteristics of computers - Uses of Computers. Classification of computers: Microcomputers-Minicomputers - Mainframes - Supercomputers - Network Computers. Five Generations of Modern Computers: First Generation Computers-second Generation Computers-Third Generation Computers-Fourth Generation Computers-Fifth Generation Computers	15	Online	M.SharmilaDevi
Sep 2021	II	Number System: Decimal Number System - Binary Number System - Octal Number System - Hexadecimal Number System.	13	Online	M.SharmilaDevi
Oct 2021	III	CPU & Memory: Introduction - Central Processing Unit(CPU) - Memory - Random Access Memory (RAM) - Read Only Memory(ROM). Storage Devices: Magnetic Tape: Quarter inch Cartridge (QIC) Tapes, 8mm Helical Scan Tapes & DAT Cartridge. Optical Disk: CD-ROM, CD-R, CD-RW, DVD, DVD-R & DVD-RW, DVD+R & DVD+RW, Combo Drives - Basic Anti Virus concepts.	16	Online	M.SharmilaDevi
Nov 2021	IV	Input Devices: Keyboard - Mouse- Trackball - Scanner - Bar Code Reader- Card Reader-Webcams - Digital Cameras-Video Cameras (Camcorders) - Optical Character Reading(OCR)- Optical Mark Recognition(OMR), Magnetic Ink Character Recognition (MICR). Output Devices: - Monitor, Printer, Plotter, Multimedia Projector, Sound cards and Speakers.	16	Online	M.SharmilaDevi
Dec 2021	V	Computer Networks: Introduction - Types of Networks: LAN, WAN. Network Topology: Star, Ring, Bus, Tree. Network Protocols - Network Architecture.	15	Online	M.SharmilaDevi

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LESSON PLAN 2021-2022

Class : I Bcom (SF)

Sub. Code : 211C1

Total Hours : 75 Hours

Semester : I

Title of the Paper: PART-I Business Correspondence

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
AUG 2021	I	Forms of Business Letters: Intended form, Hanging intended form, Full block form, Semi block form- Structure – Letter Head, Date, Inside address, Attention line, Salutation, Subject and Reference, Body of the Letter, Complementary close, Signature, Enclosure - Essential Parts of a Business Letter- Qualities of a Good Business Letter. Application letter: Forms of Application Letters-Solicited and Unsolicited letters-Bio-data-Advertisements, Interview letters, References, Testimonials - Appointment letter-Letter of Status Enquiry-Favourable Reply, Unfavourable Reply and Non-committal Reply.	15	Online & Google meet	V.Jeyapriya
SEP 2021	II	Trade Enquiries: Points to be remembered for Enquiry Letters- Offers and Quotations-Terms used in Offers and Quotations - Letters of Offers and Quotations- Trade Orders: Contents of an order letter- Hints for Drafting order letters. Complaint letters: Characteristics- Occasions for writing Complaint Letters: Delay in Delivery, Inferior Quality, Misbehaviour of Staff and Wrong Despatch- Regret Letter - Adjustment Letters: Points to be noted for Adjustment Letters.	15	Online & Google meet	V.Jeyapriya
OCT 2021	III	Letter of Credit - Collection Letters: Features-Collection remainders (first, second, third, fourth letters) -Circular Letters:	15		



LESSON PLAN 2021-2022

Class: I M.COM (CA)

Sub. Code: 21OPD12

Title of the Paper: Marketing Management

Semester: I

Total Hours: 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Sep 2021	I	Marketing: Definition – Concept – Nature- Scope – Importance – Market Segmentation – Marketing Mix – Buyer Decision Process	15	Online & Google meet	A.Nazima <i>A. Naz</i>
Oct 2021	II	Product policy: Product classification – Product mix – Product line – Product life cycle – Stages in new product development- Pricing Procedure- Factors affecting price determination- Pricing policies	15	Online & Google meet	A.Nazima <i>A. Naz</i>
Nov 2021	III	Channels of Distribution: Channel functions - Types of channels - Factors considered in the selection of channels - Wholesalers – Retailers and other middlemen – Online marketing – Telemarketing – Multilevel marketing- Green marketing	15	Online & Google meet	A.Nazima <i>A. Naz</i>
Dec 2021	IV	Promotional strategy: Objectives – Importance – Forms of promotion – Tools and techniques of Sales promotion – Purposes of sales promotion – Kinds – Salesmanship – Qualities	15	Online & Google meet	A.Nazima <i>A. Naz</i>
Jan 2022	V	Advertising: Functions - kinds of advertising – Advertising Copy – Classification of advertisement copy – Advertising Budget - Causes for failure of advertising - Media selection – Advertising agency – Digital Advertising.	15	Online & Google meet	A.Nazima <i>A. Naz</i>

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LESSON PLAN
2021-2022

Class : I B.COM(CA) 'C'
Sub. Code : 21AD1

Semester : I

Title of the Paper: Computer Fundamentals

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Unit: I - Introduction to Computer: Introduction – Importance - Characteristics of computers - Uses of Computers. Classification of Computers: Microcomputers-Minicomputers - Mainframes - Supercomputers - Network Computers. Five Generations of Modern Computers: First Generation Computers-second Generation Computers-Third Generation Computers-Fourth Generation Computers-Fifth Generation Computers.	15	Online	S.Chitradevi <i>S. Chitradevi</i>
Sep 2021	II	Number System: Decimal Number System – Binary Number System – Octal Number System - Hexadecimal Number System.	13	Online	<i>S. Chitradevi</i>
Oct 2021	III	CPU & Memory: Introduction - Central Processing Unit(CPU) – Memory – Random Access Memory (RAM) - Read Only Memory(ROM). Storage Devices: Magnetic Tape: Quarter inch Cartridge (QIC) Tapes, 8mm Helical Scan Tapes & DAT Cartridge. Optical Disk: CD-ROM, CD-R, CD-RW, DVD, DVD-R &	16	Online	<i>S. Chitradevi</i>

		DVD-RW, DVD+R & DVD+RW, Combo Drives - Basic Anti Virus concepts.			
Nov 2021	IV	Input Devices: Keyboard - Mouse- Trackball - Scanner - Bar Code Reader- Card Reader-Webcams - Digital Cameras-Video Cameras (Camcorders) - Optical Character Reading(OCR)- Optical Mark Recognition(OMR), Magnetic Ink Character Recognition (MICR). Output Devices: - Monitor, Printer, Plotter, Multimedia Projector, Sound cards and Speakers.	16	Online	S. Chhabra
Dec 2021	V	Computer Networks: Introduction - Types of Networks: LAN, WAN. Network Topology: Star, Ring, Bus, Tree. Network Protocols - Network Architecture.	15	Online	S. Chhabra

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LESSON PLAN 2021-2022

Class: II B.COM SF
 Sub. Code: 17SEC3P

Semester: III
 Total Hours: 30 Hours

Title of the Paper: Commerce Practical

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Preparation of Advertisement Copy – Collecting advertisements based on Attention value, Suggestive value, Conviction value, Sentimental value, Educative value, Memorizing value and Instinctive value - Drafting a creative model of advertisement copy.	6	Online & Group discuss	A.Nazima <i>A.Naz</i>
Sep 2021	II	Knowledge of various forms used in day-to-day banking transactions – Account opening form - Cheque - Pay-in slip, Withdrawal form, Transfer form, Draft - Bill of exchange and Promissory Note, Fixed Deposit Receipt, Safe Custody Receipt, letter of credit - ATM, Debit and Credit Cards	6	Online & Group discuss	A.Nazima <i>A.Naz</i>
Oct 2021	III	Knowledge on various kinds of Life Insurance Policies - Collecting forms of Whole life policies, Endowment policies, Children's policies, Money back policies, Joint life policy and - Lifeline Health Insurance plan - Filling up application form- Submitting claim forms.	6	Online & Group discuss	A.Nazima <i>A.Naz</i>
Nov 2021	IV	Preparation of Model Project Report by an Entrepreneur- General information, project description, market potential, capital costs and sources of finance, Assessment of working capital requirements, Financial Consideration.	6	Online & Group discuss	A.Nazima <i>A.Naz</i>
Dec 2021	V	Goods and Service Tax – Three prime models of GST – Central, State and Dual – Process of GST Registration – Knowledge on registration certificate and Invoice format of GST.	6	Online & Group discuss	A.Nazima <i>A.Naz</i>

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LESSON PLAN
2021-2022

Class : II Bcom (R)

Semester : III

Sub. Code : 17SEC3P

Title of the Paper: SBE - Commerce Practical

Total Hours : 30 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Preparation of Advertisement Copy - Collecting advertisements based on Attention value, Suggestive value, Conviction value, Sentimental value, Educative value, Memorizing value and Instinctive value - Drafting a creative model of advertisement copy.	6	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Sep 2021	II	Knowledge of various forms used in day-to-day banking transactions - Account opening form - Cheque - Pay-in slip, Withdrawal form, Transfer form, Draft - Bill of exchange and Promissory Note, Fixed Deposit Receipt, Safe Custody Receipt, letter of credit - ATM, Debit and Credit Cards.	6	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Oct 2021	III	Knowledge on various kinds of Life Insurance Policies - Collecting forms of Whole life policies, Endowment policies, Children's policies, Money back policies, Joint life policy and - Lifeline Health Insurance plan - Filling up application form - Submitting claim forms.	6	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Nov 2021	IV	Preparation of Model Project Report by an Entrepreneur - General information, project description, market potential, capital costs and sources of finance, Assessment of working capital requirements, Financial Consideration.	6	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Dec 2021	V	Goods and Service Tax - Three prime models of GST - Central, State and Dual - Process of GST Registration - Knowledge on registration certificate and Invoice format of GST.	6	Online & Google meet	V.Jeyapriya <i>[Signature]</i>

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LESSON PLAN
2021-2022

Class : II B.Com (SF)
Sub.Code : 17C31

Semester : III

Title of the Paper: Business Environment

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Meaning and Definition- Importance of the study of Business environment – External Environment- Micro and Macro Environment– Economic ,Political, legal, social &cultural, competitive, ecological and Technological factors – SWOT analysis.	14	Online	G.Jyothi
Sep 2021	II	New Industrial policy 1991 – Objectives-Major Highlights of Industrial policy 1991- Privatization- Forms of Privatization -Arguments for and against Privatization-Multi National Companies -benefits and limitations of MNC'S.	13	Online	G.Jyothi
Oct 2021	III	Social Responsibility of business –Dimensions of social responsibility–Responsibility to shareholders, employees, consumers, government and community-Arguments for and against social responsibility – Social Audit-features	16	Online	G.Jyothi

		-benefits of social audit.			
Nov 2021	IV	Micro, Small and Medium Enterprises(MSME)-Meaning- objectives for promoting MSME - importance- Small Scale Sector – classification-Role of small scale industries in the Indian economy - Problems of Small Scale Industries – Incentives to Small Scale Sector.	17	Online	G.Jyothi <i>GJ</i>
Dec 2021	V	Industrial Sickness – Definition- Kindness of sicknesses and their causes-Consequences of Industrial Sickness-Remedial measures- The Sick IndustriaCompanies (Special Provisions) Act1985.	15	Online	G.Jyothi <i>GJ</i>

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LESSON PLAN
2021-2022

Class: II B.COM (CA) B

Sub. Code: 17C34

Title of the Paper: Costing

Semester: III
Total Hours: 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Definition of costing-Importance-Uses of costing-Objects and advantages-Differences between Cost and Financial accounts-Classification of costs-Methods of costing-Preparation of cost sheet-Preparation of Quotations	18	Online & Google meet	A.Nazima <i>A.Naz</i>
Sep 2021	II	Materials Management-Economic Order Quantity(EOQ)-Stock levels-Minimum level, Maximum level - ,Reorder level -Methods of pricing of materials issues First in First Out, Last in First out, Simple Average Price and Weighted Average Price Method	15	Online & Google meet	A.Nazima <i>A.Naz</i>
Oct 2021	III	Labour Costs-System of wage payment, Time wage system, Piece rate system - Taylor's Differential Piece Rate, Merrick Multiple Piece Rate - Premium and bonus plan-Gantt's Task bonus plan, Halsey plan, Halsey-weir plan, Rowan plan & Emerson's Efficiency plan-Labour Turnover - Separation, Replacement and flux method	19	Online & Google meet	A.Nazima <i>A.Naz</i>
Nov 2021	IV	Accounting Overheads-Basis of charging overheads-Allocation- Apportionment - Primary Distribution, Secondary Distribution - Repeated Distribution and Simultaneous equation method - Absorption of overheads.	19	Online & Google meet	A.Nazima <i>A.Naz</i>
Dec 2021	V	Process costing-Normal loss, abnormal loss and abnormal gain(simple problems only) - Reconciliation of cost and Financial accounts.	19	Online & Google meet	A.Nazima <i>A.Naz</i>

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LESSON PLAN
2021-2022

Class: II B.COM (CA) C

Sub. Code: 17C33

Semester: III

Total Hours: 90 Hours

Title of the Paper: Advanced Accountancy

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	- Fire Insurance claims - Loss of stock policy - Loss of profit policy - Application of Average clause.	18	Online & Google meet	A.Nazima A.Naz
Sep 2021	II	Royalty Accounts - Meaning - Minimum rent - Short Workings - Recoupment of Short Workings - Accounting treatment in the books of lessor and lessee - Sub-lease.	18	Online & Google meet	A.Nazima A.Naz
Oct 2021	III	- Insolvency Accounts of individuals - Preparation of Statement of Affairs and Deficiency Account.	15	Online & Google meet	A.Nazima A.Naz
Nov 2021	IV	Hire purchase and Installment System - Features - Calculation of Interest - Accounting treatment in the books of buyer and seller - Default and repossession - Complete repossession - Partial repossession (excluding Hire Purchase Trading and stock and debtors system) Installment purchase system - Accounting Entries - Difference between Hire purchase system and Installment System.	21	Online & Google meet	A.Nazima A.Naz
Dec 2021	V	Contract Accounts - Specimen of Contract Account - Meaning of Work Certified, Work Uncertified, Notional Profit, Cost plus contract, Escalation Clause and Retention Money - Methods of Calculating Profit on incomplete Contract - Preparation of Contract Accounts and Balance sheet.	18	Online & Google meet	A.Nazima A.Naz

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LESSON PLAN
2021-2022

Class : II Bcom (SF)

Semester : III

Sub. Code : 17AC3

Title of the Paper: ALLIED – III Business Statistics

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Meaning & definition of statistics – Importance, functions – Statistical survey and Collection of data. Sampling- Classification and Tabulation. Measures of central Tendency including combined Measures – Mean, Median, Mode, Geometric Mean and Harmonic Mean.	18	Online & Google meet	S.Jayasakthi
Sep 2021	II	Measures of Dispersion and Variability- Range, Inter-quartile range, Mean deviation and Standard deviation. Skewness – Karl pearson's , Bowley's and Kelly's Co-efficient of skewness.	18	Online & Google meet	S.Jayasakthi
Oct 2021	III	Correlation analysis –Types of correlation - Karl Pearson's Co-efficient of correlation, Correlation of grouped data –Spearman's Rank Correlation – Regression Analysis.	18	Online & Google meet	S.Jayasakthi
Nov 2021	IV	Index Numbers – Types – Aggregate – Weighted price relatives – Test of consistency of index numbers - Fixed base – Chain base – Base shifts – Consumer price Index – Aggregate family Budget Method.	18	Online & Google meet	S.Jayasakthi
Dec 2021	V	Time Series – components- Measurement of secular trend (Moving average, Methods of least squares only) Measurement of seasonal variations (simple average, Ratio to trend method, Ratio to moving average method only).	18	Online & Google meet	S.Jayasakthi

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LESSON PLAN 2021-2022

Class: II B.COM (CA) C

Sub. Code: 17C34

Semester: III

Total Hours: 90 Hours

Title of the Paper: Costing

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Definition of costing-Importance-Uses of costing-Objects and advantages-Differences between Cost and Financial accounts-Classification of costs-Methods of costing-Preparation of cost sheet-Preparation of Quotations.	18	Online & Google meet	S.Jayasakthi
Sep 2021	II	Materials Management-Economic Order Quantity(EOQ)-Stock levels-Minimum level, Maximum level - Reorder level -Methods of pricing of materials issues First in First Out, Last in First out, Simple Average Price and Weighted Average Price Method.	15	Online & Google meet	S.Jayasakthi
Oct 2021	III	Labour Costs-System of wage payment, Time wage system, Piece rate system - Taylor's Differential Piece Rate, Merrick Multiple Piece Rate - Premium and bonus plan-Gantt's Task bonus plan, Halsey plan, Halsey-weir plan, Rowan plan & Emerson's Efficiency plan-Labour Turnover - Separation, Replacement and flux method.	19	Online & Google meet	S.Jayasakthi
Nov 2021	IV	Accounting Overheads-Basis of charging overheads-Allocation-Appportionment - Primary Distribution, Secondary Distribution - Repeated Distribution and Simultaneous equation method - Absorption of overheads.	19	Online & Google meet	S.Jayasakthi
Dec 2021	V	Process costing-Normal loss, abnormal loss and abnormal gain(simple problems only) - Reconciliation of cost and Financial accounts.	19	Online & Google meet	S.Jayasakthi

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LESSON PLAN 2021-2022

Class: II B.COM (R)

Sub. Code: 17SEC3P

Semester: III

Total Hours: 30 Hours

Title of the Paper: Commerce Practical

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Preparation of Advertisement Copy – Collecting advertisements based on Attention value, Suggestive value, Conviction value, Sentimental value, Educative value, Memorizing value and Instinctive value - Drafting a creative model of advertisement copy.	6	Online & Group discuss	S. Jayasakthi
Sep 2021	II	Knowledge of various forms used in day-to-day banking transactions – Account opening form - Cheque - Pay-in slip, Withdrawal form, Transfer form, Draft - Bill of exchange and Promissory Note, Fixed Deposit Receipt, Safe Custody Receipt, letter of credit - ATM, Debit and Credit Cards	6	Online & Group discuss	S. Jayasakthi
Oct 2021	III	Knowledge on various kinds of Life Insurance Policies - Collecting forms of Whole life policies, Endowment policies, Children's policies, Money back policies, Joint life policy and - Lifeline Health Insurance plan - Filling up application form- Submitting claim forms.	6	Online & Group discuss	S. Jayasakthi
Nov 2021	IV	Preparation of Model Project Report by an Entrepreneur- General information, project description, market potential, capital costs and sources of finance, Assessment of working capital requirements, Financial Consideration.	6	Online & Group discuss	S. Jayasakthi
Dec 2021	V	Goods and Service Tax – Three prime models of GST – Central, State and Dual – Process of GST Registration – Knowledge on registration certificate and Invoice format of GST.	6	Online & Group discuss	S. Jayasakthi

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



Class: II M.COM (General)

Sub. Code: 21OPD

Semester : III

Title of the Paper: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT

Total Hours : 90 Hours

Month	Units	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Investment : Meaning – Definition – Distinguish between Investment and Speculation, Investment and Gambling- Scope of Investment Management – Primary Market – Secondary market – Derivatives Market – Securities and Exchange Board of India – Investors protection in the primary and secondary market	18	Chalk & Talk	B.Lalitha subhanam 
Sep 2021	II	Security Analysis : Fundamental Analysis, Technical Analysis and Efficient Market Theory – Measurement of Risk and Return.	18	Chalk & Talk	B.Lalitha subhanam 
Oct 2021	III	Security Valuation - Equity and Bonds – Options and Futures – Capital Asset Pricing Model(CAPM Model).	18	Chalk & Talk	B.Lalitha subhanam 
Nov 2021	IV	Portfolio Management: Portfolio Analysis – Investor Attitude towards Risk and Return - Markowitz Theory – The Sharpe Index model, Capital Market Line .	18	Chalk & Talk	B.Lalitha subhanam 
Dec 2021	V	Portfolio Selection – Need and process of Portfolio Selection – Portfolio Revision – The Formula plans, Rupee cost averaging – Constant rupee value – The constant ratio and the variable ratio plans.	18	Chalk & Talk	B.Lalitha subhanam 

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LESSON PLAN
2021-2022

Class : II B.Com (CA) 'B'
Sub.Code : 21D3P
Title of the Paper: Visual Basic Lab
Total Hours : 75 Hours

Semester : III

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Arithmetic Operations Usage Of List And Combo Box Designing The Text Editor	14	Practical	S.Nivethitha
Sep 2021	II	Image Animation Menu Editor	13	Practical	
Oct 2021	III	Prime Number Generation Color Changing Using Scrollbar Program For Common Dialog Control	16	Practical	
Nov 2021	IV	Adding & Removing Items In The List String Functions Designing A Calculator	17	Practical	
Dec 2021	V	Drive, Dir & File List Box Program Using Graphics	15	Practical	






LESSON PLAN
2021-2022



Class : II B.Com (CA) 'B'
Sub.Code : 21D31

Semester : III

Title of the Paper: Visual Basic

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Starting a New Project - The Properties Window - Common Form Properties - Scale Properties - Color Properties - The Toolbox - Creating Controls - The Name Property - Properties of Command Buttons - Access Keys - Image Controls - Textboxes - Labels - Message Boxes - The Grid.	14	Chalk & Talk	S.Nivethitha 
Sep 2021	II	The Code Window - Statements in Visual Basic - Variables - Data Types - Working with Variables - More on Strings - More on Numbers - Constants - Input Boxes - Displaying information on a Form - The Format Function - Picture Boxes - Rich Text Boxes - The Printer Object.	13	Chalk & Talk	
Oct 2021	III	Determinate Loops - Indeterminate Loops - Making Decisions - Select Case - Nested If Then's - The GoTo - String Functions - Numeric Functions - Date and Time Functions - Tables with the Most Useful Functions.	16	Chalk & Talk	

Nov 2021	IV	Lists : One-Dimensional Arrays – Arrays with more than one dimension –The New Array based String – Records- The With Statement – Enums - Control Arrays – List and Combo Boxes - The Flex Grid Control-Projects with Multiple Forms.	17	Chalk & Talk	
Dec 2021	V	Fundamentals of Graphics – Screen Scales – The Line and Shape controls – Graphics via code – Lines and Boxes – Circles, Ellipses and Pie charts- The Mouse Event procedures – Dragging and dropping operations for controls.	15	Chalk & Talk	

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LESSON PLAN
2021-2022

Class : II B.Com (CA) 'A'

Sub.Code : 21D3P

Semester : III

Title of the Paper: Visual Basic Lab

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Arithmetic Operations Usage Of List And Combo Box Designing The Text Editor	14	Practical	A.Kavitha
Sep 2021	II	Image Animation Menu Editor	13	Practical	A. Kavitha
Oct 2021	III	Prime Number Generation Color Changing Using Scrollbar Program For Common Dialog Control	16	Practical	A. Kavitha
Nov 2021	IV	Adding & Removing Items In The List String Functions Designing A Calculator	17	Practical	A. Kavitha
Dec 2021	V	Drive, Dir & File List Box Program Using Graphics	15	Practical	A. Kavitha

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LESSON PLAN 2021-2022

Class : II B.Com (CA) 'A'
Sub.Code : 21D31

Semester : III

Title of the Paper: Visual Basic

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Starting a New Project – The Properties Window – Common Form Properties – Scale Properties – Color Properties –The Toolbox – Creating Controls - The Name Property – Properties of Command Buttons – Access Keys – Image Controls – Textboxes –Labels – Message Boxes - The Grid.	14	Chalk & Talk	A.Kavitha 
Sep 2021	II	The Code Window – Statements in Visual Basic – Variables –Data Types – Working with Variables - More on Strings – More on Numbers – Constants – Input Boxes – Displaying information on a Form – The Format Function – Picture Boxes – Rich Text Boxes-The Printer Object.	13	Chalk & Talk	A.Kavitha 
Oct 2021	III	Determinate Loops – Indeterminate Loops – Making Decisions – Select Case – Nested If Then's - The GoTo - String Functions –	16	Chalk & Talk	A.Kavitha 

		Numeric Functions – Date and Time Functions – Tables with the Most Useful Functions.			
Nov 2021	IV	Lists : One-Dimensional Arrays – Arrays with more than one dimension – The New Array based String – Records – The With Statement – Enums – Control Arrays – List and Combo Boxes – The Flex Grid Control – Projects with Multiple Forms.	17	Chalk & Talk	A. Hantha
Dec 2021	V	Fundamentals of Graphics – Screen Scales – The Line and Shape controls – Graphics via code – Lines and Boxes – Circles, Ellipses and Pie charts – The Mouse Event procedures – Dragging and dropping operations for controls.	15	Chalk & Talk	A. Hantha

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LESSON PLAN



**LESSON PLAN
2021-2022**






Class : II Bcom R

Sub. Code : 17AC3

Total Hours : 90 Hours

Semester : III

Title of the Paper: ALLIED –III Business Statistics

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Meaning & definition of statistics – Importance, functions – Statistical survey and Collection of data. Sampling- Classification and Tabulation. Measures of central Tendency including combined Measures – Mean, Median, Mode, Geometric Mean and Harmonic Mean.	18	Online & Google meet	 M. Neelavathy
Sep 2021	II	Measures of Dispersion and Variability- Range, Inter-quartile range, Mean deviation and Standard deviation. Skewness – Karl Pearson's, Bowley's and Kelly's Co-efficient of skewness.	18	Online & Google meet	 M. Neelavathy
Oct 2021	III	Correlation analysis –Types of correlation - Karl Pearson's Co-efficient of correlation, Correlation of grouped data –Spearman's Rank Correlation – Regression Analysis.	18	Online & Google meet	 M. Neelavathy
Nov 2021	IV	Index Numbers – Types – Aggregate – Weighted price relatives – Test of consistency of index numbers - Fixed base – Chain base – Base shifts – Consumer price Index – Aggregate family Budget Method.	18	Online & Google meet	 M. Neelavathy
Dec 2021	V	Time Series – components- Measurement of secular trend (Moving average, Methods of least squares only) -Measurement of seasonal variations (simple average, Ratio to trend method, Ratio to moving average method only).	18	Online & Google meet	 M. Neelavathy

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LESSON PLAN
2021-2022

Class : II B.Com (CA) 'B'
Sub.Code : 21D3P
Title of the Paper: Visual Basic Lab
Total Hours : 75 Hours

Semester : III

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Arithmetic Operations Usage Of List And Combo Box Designing The Text Editor	14	Practical	S.Nivethitha
Sep 2021	II	Image Animation Menu Editor	13	Practical	
Oct 2021	III	Prime Number Generation Color Changing Using Scrollbar Program For Common Dialog Control	16	Practical	
Nov 2021	IV	Adding & Removing Items In The List String Functions Designing A Calculator	17	Practical	
Dec 2021	V	Drive, Dir & File List Box Program Using Graphics	15	Practical	

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LESSON PLAN

2021-2022





Semester : III

Class : II M.COM (CA)

Sub. Code : 21OPD32

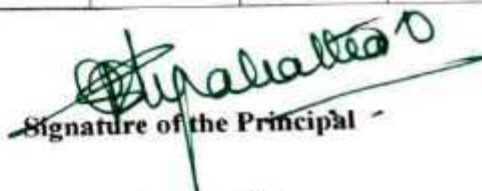
Title of the Paper: Business Management

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Feb 2022	I	Management: Meaning – Characteristics – Functions-Importance-Contributions for Management thought- Henry Fayol, Principles of Management- F.W.Taylor, Principles of Scientific Management –Contribution of Peter F.Drucker.	18	Chalk &Talk	R.Amala mary 
Mar 2022	II	Planning: Meaning – Characteristics – Objectives-Importance –Steps in Planning-Types-Obstacles of effective planning Decision Making: Elements- Decision Making process – Management By Objectives (MBO) and Management By Exception (MBE) – Factors.	18	Chalk &Talk	R.Amala mary 
Apr 2022	III	Organizing: Meaning- Function _ Principle of Organization- Types of Organization-Formal and Informal. Delegation and Decentralization: Delegation - Meaning-Importance-Elements-Principles-Types-Decentralisation-Meaning-dvantages.	18	Chalk &Talk	R.Amala mary 
May 2022	IV	Staffing: Elements-Functions-Process of staffing. Recruitment: Sources of Recruitment. Selection: Stages of Selection –Kinds of Interview. Training: Types of Training-On the Job Training- off the Job Training, Analysis and Evaluation – Performance Appraisal. Motivation: Theories of Motivation-X Theory, Y Theory and Z Theory – Maslow's Hierarchy of Needs.	18	Chalk &Talk	R.Amala mary 

June 2022	V	Leadership: Qualities of a leader Functions - Types- Barriers. Channel of Communication: Types- Barriers - Channel of Communication. Controlling: Meaning-Importance - Steps- Techniques of control (PERT and CPM), Co-ordination: Principles – Steps for effective co-ordination.	18	Chalk & Talk	R. Amala mary R. S. f
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LESSON PLAN

2021-2022

Class: II B.COM(Reg)

Sub. Code : 17C34



Title of the Paper: Costing

Total Hours : 90 Hours

Semester : III

Title of the Paper: Costing

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Definition of costing-Importance- Uses of costing-Objects and advantages-Differences between Cost and Financial accounts-Classification of costs-Methods of costing-Preparation of cost sheet-Preparation of Quotations.	18	Online & Google meet	D. Reena D.R.
Sep 2021	II	Materials Management-Economic Order Quantity(EOQ)-Stock levels-Minimum level, Maximum level -,Reorder level - Methods of pricing of materials issues First in First Out, Last in First out, Simple Average Price and Weighted Average Price Method.	18	Online & Google meet	D.Reena D.R.
Oct 2021	III	Labour Costs-System of wage payment, Time wage system, Piece rate system - Taylor's Differential Piece Rate, Merrick Multiple Piece Rate - Premium and bonus plan-Gantt's Task bonus plan, Halsey plan, Halsey-weir plan, Rowan plan & Emerson's Efficiency plan-Labour Turnover - Separation, Replacement and	18	Online & Google meet	D.Reena D.R.

		flux method.			
Nov 2021	IV	Accounting Overheads-Basis of charging overheads-Allocation-Appportionment - Primary Distribution, Secondary Distribution- Repeated Distribution and Simultaneous equation method - Absorption of overheads.	18	Online & Google meet	D.Reena 
Dec 2021	V	Process costing-Normal loss, abnormal loss and abnormal gain(simple problems only) - Reconciliation of cost and Financial accounts.	18	Online & Google meet	D.Reena 

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LESSON PLAN
2021-2022

class : II B.com
 Semester : III

Sub. Code : 17C33

Title of the Paper: Costing

Total Hours : 75

Month	Unit	Description Of The Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug	I	Definition of costing- Objectives and advantages- Differences between Cost Accounting and Financial accounting-Classification of costs-Methods of costing-Preparation of cost sheet and Quotations.	15	Online Mode	Dr.K.Padmaravathy K. Padmaravathy
Aug d Sep	II	Materials control -Economic Order Quantity(EOQ)-Stock levels-Minimum level, Maximum level ,Reorder level, Average Stock level & Danger level -Methods of pricing materials issues - First in First Out, Last in First out, Simple Average Price and Weighted Average Price Method.	15	Online mode	K. Padmaravathy
Sep d Oct	III	- Labour Costs-System of wage payment, Time wage system, Piece rate system - Taylor's Differential Piece Rate, Merrick Multiple Piece Rate - Premium and bonus plan-Gantt's Task bonus plan, Halsey plan, Halsey-weir plan, Rowan plan & Emerson's Efficiency plan-Labour Turnover - Separation, Replacement and flux method.	15	Online mode	K. Padmaravathy
Oct 4	IV	Accounting for Overheads - Basis of charging overheads-Allocation-Appportionment - Primary Distribution, Secondary Distribution - Repeated Distribution and Simultaneous equation method - Absorption of overheads	15	Online mode	K. Padmaravathy
NOV d Dec	V	Process costing-Normal loss; abnormal loss and abnormal gain (Excluding Inter process profit and equivalent production)- Reconciliation of cost and Financial accounts.	15	Online mode	K. Padmaravathy

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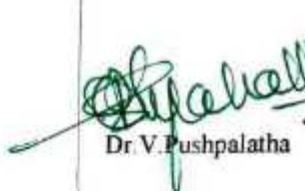
LESSON PLAN
2021-2022

Class : II B.Com (REG)
Sub.Code : 17C31

Semester : III

Title of the Paper: Business Environment

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Meaning and Definition- Importance of the study of Business environment – External Environment- Micro and Macro Environment– Economic ,Political, legal, social &cultural, competitive, ecological and Technological factors – SWOT analysis.	14	Online	 Dr. V. Pushpalatha
Sep 2021	II	New Industrial policy 1991 – Objectives-Major Highlights of Industrial policy 1991- Privatization- Forms of Privatization -Arguments for and against Privatization- Multi National Companies -benefits and limitations of MNC'S.	13	Online	Dr. V. Pushpalatha +
Oct 2021	III	Social Responsibility of business –Dimensions of social responsibility–Responsibility to shareholders, employees, consumers, government and community-Arguments for and against social responsibility – Social Audit-features	16	Online	Dr. V. Pushpalatha

		-benefits of social audit.			
Nov 2021	IV	Micro, Small and Medium Enterprises(MSME)-Meaning-objectives for promoting MSME - importance- Small Scale Sector – classification-Role of small scale industries in the Indian economy - Problems of Small Scale Industries – Incentives to Small Scale Sector.	17	Online	Dr. V. Pushpalatha
Dec 2021	V	Industrial Sickness – Definition-Kindness of sicknesses and their causes-Consequences of Industrial Sickness-Remedial measures- The Sick IndustriaCompanies (Special Provisions) Act1985.	15	Online	Dr. V. Pushpalatha

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LESSON PLAN
2021-2022

Class: II B.COM (R)

Sub. Code: 17C33

Semester: III

Total Hours: 90Hours

Title of the Paper: Advanced Accountancy

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Fire Insurance claims-Need for fire insurance - Loss of stock policy - Loss of profit policy - Application of Average clause.	18	Online & Google meet	M.Sriramajayam <i>M. Sriramajayam</i>
Sep 2021	II	Royalty Accounts - Meaning - Minimum rent - Short Workings - Recoupment of Short Workings - Accounting treatment in the books of lessor and lessee - Sub-lease.	18	Online & Google meet	M.Sriramajayam <i>M. Sriramajayam</i>
Oct 2021	III	Insolvency Accounts of individuals - Preparation of Statement of Affairs and Deficiency Account.	16	Online & Google meet	K.Kanagavalli <i>K. Kanagavalli</i>
Nov 2021	IV	Hire purchase and Installment System - Features - Calculation of Interest - Accounting treatment in the books of buyer and seller - Default and repossession - Complete repossession - Partial repossession (excluding Hire Purchase Trading and stock and debtors system) Installment purchase system - Accounting Entries - Difference between Hire purchase system and Installment System.	20	Online & Google meet	K.Kanagavalli <i>K. Kanagavalli</i>
Dec 2021	V	Contract Accounts - Specimen of Contract Account - Meaning of Work Certified, Work Uncertified, Notional Profit, Cost plus contract, Escalation Clause and Retention Money - Methods of Calculating Profit on incomplete Contract - Preparation of Contract Accounts and Balance sheet.	18	Online & Google meet	K.Kanagavalli <i>K. Kanagavalli</i>

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LESSON PLAN
2021-2022

Class: II B.COM (R)

Sub. Code: 17SEC3P

Semester: III

Total Hours: 30 Hours

Title of the Paper: Commerce Practical

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Preparation of Advertisement Copy – Collecting advertisements based on Attention value, Suggestive value, Conviction value, Sentimental value, Educative value, Memorizing value and Instinctive value - Drafting a creative model of advertisement copy.	6	Online & Google meet	M.Sriramajayam
Sep 2021	II	Knowledge of various forms used in day-to-day banking transactions – Account opening form - Cheque - Pay-in slip, Withdrawal form, Transfer form, Draft - Bill of exchange and Promissory Note, Fixed Deposit Receipt, Safe Custody Receipt, letter of credit - ATM, Debit and Credit Cards	6	Online & Google meet	M.Sriramajayam
Oct 2021	III	Knowledge on various kinds of Life Insurance Policies - Collecting forms of Whole life policies, Endowment policies, Children's policies, Money back policies, Joint life policy and - Lifeline Health Insurance plan - Filling up application form- Submitting claim forms.	6	Online & Google meet	K.Kanagavalli
Nov 2021	IV	Preparation of Model Project Report by an Entrepreneur- General information, project description, market potential, capital costs and sources of finance, Assessment of working capital requirements, Financial Consideration.	6	Online & Google meet	K.Kanagavalli
Dec 2021	V	Goods and Service Tax – Three prime models of GST – Central, State and Dual – Process of GST Registration – Knowledge on registration certificate and Invoice format of GST.	6	Online & Google meet	K.Kanagavalli

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LESSON PLAN
2021 - 2022

Class : II B.Com (CA) 'C'

Sub.Code : 17D31

Title of the Paper: Visual Basic

Total Hours : 75 Hours

Semester : III

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Starting a New Project - The Properties Window - Common Form Properties - Scale Properties - Color Properties - The Toolbox - Creating Controls - The Name Property - Properties of Command Buttons - Access Keys - Image Controls - Textboxes - Labels - Message Boxes - The Grid.	14	Chalk & Talk	A.Josephine
Sep 2021	II	The Code Window - Statements in Visual Basic - Variables - Data Types - Working with Variables - More on Strings - More on Numbers - Constants - Input Boxes - Displaying information on a Form - The Format Function - Picture Boxes - Rich Text Boxes - The Printer Object.	13	Chalk & Talk	A.Josephine
Oct 2021	III	Determinate Loops - Indeterminate Loops - Making Decisions - Select Case - Nested If Then's - The GoTo - String Functions - Numeric Functions - Date and Time Functions - Tables with the Most Useful Functions.	16	Chalk & Talk	A.Josephine
Nov 2021	IV	Lists : One-Dimensional Arrays - Arrays with more than one dimension - The New Array based String - Records - The With Statement - Enums - Control Arrays - List and Combo Boxes - The Flex Grid Control - Projects with Multiple Forms.	17	Chalk & Talk	A.Josephine
Dec 2021	V	Fundamentals of Graphics - Screen Scales - The Line and Shape controls - Graphics via code - Lines and Boxes - Circles, Ellipses and Pie charts - The Mouse Event procedures - Dragging and dropping operations for controls.	15	Chalk & Talk	A.Josephine

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LESSON PLAN
2021 - 2022

Class : II B.Com (CA) 'C'
Sub.Code : 17D3P
Title of the Paper: Visual Basic Lab
Total Hours : 75 Hours

Semester : III

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Arithmetic Operations Usage Of List And Combo Box Designing The Text Editor	14	Practical	A.Josephine
Sep 2021	II	Image Animation Menu Editor	13	Practical	A.Josephine
Oct 2021	III	Prime Number Generation Color Changing Using Scrollbar Program For Common Dialog Control	16	Practical	A.Josephine
Nov 2021	IV	Adding & Removing Items In The List String Functions Designing A Calculator	17	Practical	A.Josephine
Dec 2021	V	Drive, Dir & File List Box Program Using Graphics	15	Practical	A.Josephine

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LESSON PLAN 2021-2022

Class: II B.COM SF

Semester: III

Sub. Code: 17SEC3P

Title of the Paper: Commerce Practical

Total Hours : 30 Hours

Semester :III

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Feb 2022	I	Preparation of Advertisement Copy – Collecting advertisements based on Attention value, Suggestive value, Conviction value, Sentimental value, Educative value, Memorizing value and Instinctive value - Drafting a creative model of advertisement copy.	6	Online & Group discuss	R. Amala mary
Mar 2022	II	Knowledge of various forms used in day-to-day banking transactions – Account opening form - Cheque - Pay-in slip, Withdrawal form, Transfer form, Draft - Bill of exchange and Promissory Note, Fixed Deposit Receipt, Safe Custody Receipt, letter of credit - ATM, Debit and Credit Cards	6	Online & Group discuss	R. Amala mary
Apr 2022	III	Knowledge on various kinds of Life Insurance Policies - Collecting forms of Whole life policies, Endowment policies, Children's policies, Money back policies, Joint life policy and - Lifeline Health Insurance plan - Filling up application form- Submitting claim forms.	6	Online & Group discuss	R. Amala mary
May 2022	IV	Preparation of Model Project Report by an Entrepreneur- General information, project description, market potential, capital costs and sources of finance, Assessment of working capital requirements, Financial Consideration.	6	Online & Group discuss	R. Amala mary
June 2022	V	Goods and Service Tax – Three prime models of GST – Central, State and Dual – Process of GST Registration – Knowledge on registration certificate and Invoice format of GST.	6	Online & Group discuss	R. Amala mary

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LESSON PLAN 2021-2022

Class : II Bcom CA-A

Sub. Code : 17AC3

Title of the Paper: ALLIED -III Business Statistics

Semester :III

Total Hours : 90 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Meaning & definition of statistics - Importance, functions - Statistical survey and Collection of data. Sampling- Classification and Tabulation. Measures of central Tendency including combined Measures - Mean, Median, Mode, Geometric Mean and Harmonic Mean.	18	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Sep 2021	II	Measures of Dispersion and Variability- Range, Inter-quartile range, Mean deviation and Standard deviation. Skewness - Karl Pearson's, Bowley's and Kelly's Co-efficient of skewness.	18	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Oct 2021	III	Correlation analysis -Types of correlation - Karl Pearson's Co-efficient of correlation, Correlation of grouped data -Spearman's Rank Correlation - Regression Analysis.	18	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Nov 2021	IV	Index Numbers - Types - Aggregate - Weighted price relatives - Test of consistency of index numbers - Fixed base - Chain base - Base shifts - Consumer price Index - Aggregate family Budget Method.	18	Online & Google meet	V.Jeyapriya <i>[Signature]</i>
Dec 2021	V	Time Series - components- Measurement of secular trend (Moving average, Methods of least squares only) Measurement of seasonal variations (simple average, Ratio to trend method, Ratio to moving average method only).	18	Online & Google meet	V.Jeyapriya <i>[Signature]</i>

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LESSON PLAN
2021-2022






Class : III B.COM (CA) A

Sub. Code : 17C51

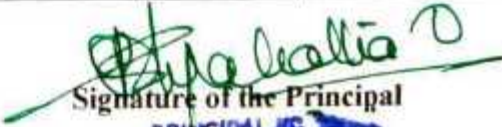
Title of the Paper: Corporate Accounting

Total Hours : 90 Hours

Semester : V

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Feb 2022	I	Shares - Classes of shares - Issue of shares at par, premium & Discount - Forfeiture and re-issue of Shares- Underwriting of Shares and Debentures.	18	Chalk & Talk	R. Amala mary 
Mar 2022	II	Debentures-Types - Issue and Redemption of Debentures- Redemption of Preference Shares.	18	Chalk & Talk	R. Amala mary 
Apr 2022	III	Profit prior to incorporation - Calculation of Time Ratio and Sales Ratio - Computation of Pre incorporation and Post incorporation Profit - Final Accounts of Companies as per new schedule - Trading, Profit & Loss Account, Profit & Loss Appropriation Account - Balance Sheet.	18	Chalk & Talk	R. Amala mary 
May 2022	IV	Amalgamation, Absorption, Internal and External Reconstruction.	18	Chalk & Talk	R. Amala mary 
June 2022	V	Liquidation of companies - Statement of Affairs and Deficiency - Liquidator's Final statement of Account.	18	Chalk & Talk	R. Amala mary 

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LESSON PLAN
2021-2022

Class : III B.com

Sub. Code : 17CE5A

Semester : V

Title of the Paper: Management Accounting

Total Hours : 75

Month	Unit	Description Of The Syllabus	Hours Allocate d	Teaching Mode & Methods	Course Teacher Signature
Aug	I	Management Accounting- Meaning, Definition, Objectives- Relationship between Cost, Financial and Management Accounting - Advantages and Limitations- Financial Statement Analysis - Comparative Statements- Common Size Statements- Trend Analysis.	15	Online Mode	Dr K. Padmavathy K. Padmavathy
Sep	II	Ratio Analysis-Meaning - Advantages Limitations - Analysis of Liquidity, solvency, profitability, Activity and Capital Structure.	15	Online mode	K. Padmavathy
Sep	III	Fund Flow and Cash Flow Analysis	15	Online mode	K. Padmavathy
September & Oct	IV	Budget and Budgetary control - Objectives - Preparation of various Budgets (Sales, Production, Cash, Flexible).	15	Online mode	K. Padmavathy
October & Nov	V	Marginal Costing - Meaning - Objectives - Break Even Analysis - Application of Marginal Costing for Managerial Decisions (Make or Buy Decision, -Selection of a Suitable Product Mix).	15	Online mode	K. Padmavathy

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LESSON PLAN
2021-2022

Class : III B.Com R
Sub. Code : 17C51

Semester : V

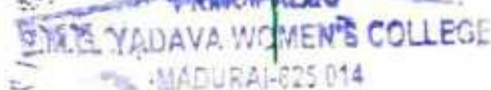
Title of the Paper: CORPORATE ACCOUNTING

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Shares - Classes of shares - Issue of shares at par, Premium & Discount - Forfeiture and re-issue of Shares-Underwriting of Shares and Debentures.	18	Online & Google meet	 M. Neelavathy
Sep 2021	II	Debentures - Types - Issue and Redemption of Debentures - Redemption of Preference Shares.	18	Online & Google meet	 M. Neelavathy
Oct 2021	III	Profit prior to incorporation - Calculation of Time Ratio and Sales Ratio - Computation of Pre incorporation and Post incorporation Profit - Final Accounts of Companies as per new schedule - Trading, Profit & Loss Account, Profit & Loss Appropriation Account - Balance Sheet.	18	Online & Google meet	 M. Neelavathy
Nov 2021	IV	Amalgamation, Absorption, Internal and External Reconstruction.	18	Online & Google meet	 M. Neelavathy
Dec 2021	V	Liquidation of companies - Statement of Affairs and Deficiency - Liquidator's Final statement of Account.	18	Online & Google meet	 M. Neelavathy

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LESSON PLAN
2021-2022






Class : III B.Com (CA) 'B'

Sub.Code : 17D52

Semester : V

Title of the Paper: Database Management System

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	DBMS: Introduction - Why a Database - Characteristics of data in a Database - Database Management System - Types - Software Development. Life Cycle(SDLC) - Database Development Life Cycle(DDLC).	14	Chalk & Talk	A.Josephine 
Sep 2021	II	RDBMS: Introduction - Terminology - Relational Data Structure - Relational Data Integrity - Relational Data Manipulation - Codd's Rules.	13	Chalk & Talk	A.Josephine 
Oct 2021	III	Database Architecture and Data Modeling: Introduction - Database design - Design Constraints - Functional Dependencies, Entity-Relationship Modeling: Introduction - E-R Model-Components of an E-R Model: Entities-Attributes-E-R Diagram Conventions-Relationships-Entity List-E-R Diagrams.	16	Chalk & Talk	A.Josephine 
Nov 2021	IV	SQL : Introduction - History - Characteristics - Advantages - SQL in Action-Data types and Literals - Types of SQL Commands - SQL Operators-Operator Precedence.	17	Chalk & Talk	A.Josephine 
Dec 2021	V	Queries and Subqueries: Queries - Sub Queries - Aggregate Functions - Insert, Update and Delete Operations- Joins and Unions.	15	Chalk & Talk	A.Josephine 

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LESSON PLAN
2021-2022

Class : III B.Com (CA) 'B'

Sub.Code : 17DSP

Semester : V

Title of the Paper: Database Management System Lab

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Data Definition Language(DDL) with Data constraints. Data Manipulation Language(DML) Simple Queries	14	Online	A.Josephine
Sep 2021	II	1. Built-in-queries (i) Character Function (ii) Numeric Function (iii) Date Function 2. SQL Distinct Function	13	Online	A.Josephine
Oct 2021	III	3. SQL using Logical Operators 4. SQL Functions 5. PL/SQL Program for Reverse the given number	16	Online	A.Josephine
Nov 2021	IV	6. PL/SQL Program for Multiplication Table 7. PL/SQL Program for Electricity Bill preparation 8. PL/SQL Program for Fibonacci Series	17	Online	A.Josephine
Dec 2021	V	9. PL/SQL Program for Odd Number Generation 10. Program for Exception Handling	15	Online	A.Josephine

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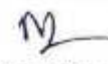

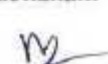
Class: III B.COM (CA) B

Sub. Code: 17CE5A

Semester : V


Title of the Paper: **Management Accounting**

Total Hours : 75 Hours

Month	Units	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Management Accounting – Meaning, Definition, Objectives- Relationship between Cost, Financial and Management Accounting – Advantages and Limitations – Financial Statement Analysis – Comparative Statements- Common Size Statements- Trend Analysis.	14	Chalk & Talk	B.Lalitha subhanam 
Sep 2021	II	Ratio Analysis – Meaning – Advantages - Limitations – Analysis of Liquidity, Solvency, Profitability, Activity and Capital Structure	14	Chalk & Talk	B.Lalitha subhanam 
Oct 2021	III	Fund Flow and Cash Flow Analysis	15	Chalk & Talk	 B.Lalitha subhanam
Nov 2021	IV	Budget and Budgetary control – Objectives - Preparation of various Budgets (Sales, Production, Cash, Flexible).	15	Chalk & Talk	B.Lalitha subhanam 
Dec 2021	V	Marginal Costing – Meaning – Objectives – Break Even Analysis – Application of Marginal Costing for Managerial Decisions (Make or Buy Decision, - Selection of a Suitable Product Mix).	17	Chalk & Talk	B.Lalitha subhanam 

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LESSON PLAN 2021-2022

Class: III B.COM (R) Semester: V

Sub. Code: 17CE5C

Title of the Paper: Income Tax -I

Total Hours: 5 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Definition – Income – Person – Assessee – Agricultural Income, Previous year, Assessment year, Residential Status and Tax Liability, Incomes exempted from Tax.	18	Online & Google meet	G. Karthiga G. Karthiga
Sep 2021	II	Income from Salary – Allowances – Perquisites – Profit in lieu of Salary – Deductions U/S 16 (Simple problems only).	18	Online & Google meet	G. Karthiga G. Karthiga
Oct 2021	III	Income from House Property.	18	Online & Google meet	G. Karthiga G. Karthiga
Nov 2021	IV	Profits and Gains from Business or Profession – Depreciation & Other Deduction.	18	Online & Google meet	G. Karthiga G. Karthiga
Dec 2021	V	Capital Gains - Income from other Sources.	18	Online & Google meet	G. Karthiga G. Karthiga

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LESSON PLAN
2021-2022

Class : III B.COM (R)
Sub. Code : 17C51
Title of the Paper: Tally
Total Hours : 90 Hours

Semester : V

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Feb 2022	I	Introduction to Tally- Tally screen components – maintaining company data –Groups- Ledgers- Accounting vouchers – Preparation of trial balance – Profit and Loss account- Balance sheet.	18	Chalk & Talk	T. Karthiyayini
March 2022	II	Maintaining Inventory details-Stock category-Stock group & Stock item-inventory vouchers-stock summary report.	18	Chalk & Talk	T. Karthiyayini
April 2022	III	Order processing-Purchase order-Sales Order-Receipt Note-Delivery Note Rejection In-Rejection Out.	18	Chalk & Talk	T. Karthiyayini
May 2022	IV	Bill wise details – cost centre.	18	Chalk & Talk	T. Karthiyayini
June 2022	V	GST-Payroll accounting	18	Chalk & Talk	T. Karthiyayini

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LESSON PLAN
2021-2022

Semester : V

Class : III B.Com (CA) 'A'

Sub.Code : 17D52

Title of the Paper: Database Management System

Total Hours : 75 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	DBMS: Introduction - Why a Database - Characteristics of data in a Database - Database Management System - Types - Software Development Life Cycle(SDLC) - Database Development Life Cycle(DDLC).	14	Online	M.SharmilaDevi
Sep 2021	II	RDBMS: Introduction - Terminology - Relational Data Structure - Relational Data Integrity - Relational Data Manipulation - Codd's Rules.	13	Online	M.SharmilaDevi
Oct 2021	III	Database Architecture and Data Modeling : Introduction - Database design - Design Constraints - Functional Dependencies. Entity- Relationship Modeling. Introduction - E-R Model- Components of an E-R Model: Entities-Attributes-E-R Diagram Conventions-Relationships-Entity List-E-R Diagrams.	16	Online	M.SharmilaDevi
Nov 2021	IV	SQL : Introduction - History - Characteristics - Advantages - SQL in Action-Data types and Literals - Types of SQL Commands - SQL Operators- Operator Precedence.	17	Online	M.SharmilaDevi
Dec 2021	V	Queries and Subqueries. Queries - Sub Queries - Aggregate Functions - Insert, Update and Delete Operations- Joins and Unions.	15	Online	M.SharmilaDevi

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LESSON PLAN
2021-2022

Semester: V

Class: I B.COM (CA) A

Sub. Code: 211C1

Total Hours: 90 Hours

Title of the Paper: Business Correspondence

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	Forms of Business Letters: Intended form, Hanging intended form, Full block form, Semi block form- Structure - Letter Head, Date, Inside address, Attention line, Salutation, Subject and Reference, Body of the Letter, Complementary close, Signature, Enclosure -Essential Parts of a Business Letter-Qualities of a Good Business Letter. Application letter: Forms of Application Letters-Solicited and Unsolicited letters-Bio-data-Advertisements, Interview letters, References, Testimonials - Appointment letter-Letter of Status Enquiry-Favourable Reply, Unfavourable Reply and Non-committal Reply.	18	Online & Google meet	A.Nazima A.Naz
Sep 2021	II	Trade Enquiries: Points to be remembered for Enquiry Letters-Offers and Quotations-Terms used in Offers and Quotations - Letters of Offers and Quotations- Trade Orders: Contents of an order letter-Hints for Drafting order letters. Compliant letters: Characteristics- Occasions for writing Complaint Letters: Delay in Delivery, Inferior Quality, Misbehaviour of Staff and Wrong Despatch- Regret Letter - Adjustment Letters: Points to be noted for Adjustment Letters.	18	Online & Google meet	A.Nazima A.Naz



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LESSON PLAN
2021-2022

Semester: V

Class: I B.COM (CA) A

Sub. Code: 211C1

Total Hours: 90 Hours

Title of the Paper: Business Correspondence

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	<p>Forms of Business Letters: Intended form, Hanging intended form, Full block form, Semi block form- Structure - Letter Head, Date, Inside address, Attention line, Salutation, Subject and Reference, Body of the Letter, Complementary close, Signature, Enclosure -Essential Parts of a Business Letter-Qualities of a Good Business Letter.</p> <p>Application letter: Forms of Application Letters-Solicited and Unsolicited letters-Bio-data-Advertisements, Interview letters, References, Testimonials - Appointment letter-Letter of Status Enquiry-Favourable Reply, Unfavourable Reply and Non-committal Reply.</p>	18	Online & Google meet	<p>A. Nazima</p> <p><i>A. Naz</i></p>
Sep 2021	II	<p>Trade Enquiries: Points to be remembered for Enquiry Letters-Offer and Quotations-Terms used in Offers and Quotations - Letters of Offers and Quotations- Trade Orders: Contents of an order letter-Hints for Drafting order letters.</p> <p>Compliant letters: Characteristics- Occasions for writing Complaint Letters: Delay in Delivery, Inferior Quality, Misbehaviour of Staff and Wrong Despatch- Regret Letter - Adjustment Letters: Points to be noted for Adjustment Letters.</p>	18	Online & Google meet	<p>A. Nazima</p> <p><i>A. Naz</i></p>

Oct 2021	III	Letter of Credit - Collection Letters : Features-Collection remainders (first, second, third, fourth letters) -Circular Letters: Situations for writing letters - Opening of a new business, Letter of Admission of a Partner, Retirement of a Partner, Death of a partner, Change of Address, Clearance Sales - Letters relating to Import and Export: Procedure for Import - Letters in Import trade - Procedure for Export -Letters in Export trade.	18	Online & Google meet	A.Nazima <i>A.Naz</i>
Nov 2021	IV	Banking Correspondence : Types of Banking Correspondence - Letters from the Customers to the Banker and Replies, Letters from the Banker to the Customers, Letters between the Branch and Head office. Insurance Correspondence : Life Insurance - Kinds of life policies - Procedure to take out a life policy - Life Insurance Correspondence. Fire Insurance : Procedure for taking out a policy - Procedure for making claim and settlement - Letters in fire insurance. Marine Insurance : Kinds of marine policies-Settlement of claims-Letters in marine insurance.	18	Online & Google meet	A.Nazima <i>A.Naz</i>
Dec 2021	V	Report Writing : Meaning - Characteristics of Good Report - Types - Agent Report, Committee's Report, Press Report, Market Report (Theory only). Electronic Communication : Email - Advantages - Contents - Characteristics of an effective Email - Drafting of Email - Fax - Drafting of Fax Message - Meaning of Voice Mail - Short Message Service - Video Conferencing - Importance of Video Conferencing.	18	Online & Google meet	A.Nazima <i>A.Naz</i>

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LESSON PLAN

2021-2022

class : III B.com

Semester : IV

Sub. Code : 17 SEC51

Title of the Paper General knowledge

Total Hours : 30

Month	Unit	Description Of The Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug	I	General English - Vocabulary - Choosing Correct Synonyms, Antonyms, Prefix, Suffix, Suitable Articles, Prepositions, Correct Tense, Correct Voice, Correct Question Tag, Substituting with a Single word - Correct the Errors.	15	Online Mode	Dr.K.Padmanavathy K. Padmanavathy
Sep	II	General Science-Topics in Physics, Chemistry and Biology viz. Scientific Laws, Scientific Inventions and Discoveries, Scientists and their Contributions, -Balanced Diet, Diseases, their causes, Elements and Compounds, Motions, Newtons Law.	15	Online mode	K. Padmanavathy
Sep	III	History of India & Indian National Movement-Dates and events relating to Indus Valley Civilization, Maurya Dynasty, Buddhism and Jainism, Guptas, Pallavas, Cholas and Pandyas, Economics and Commerce-Agriculture, Major Crops and Crop Pattern in India, Industrial Development, Country and Currencies, Export and Import.	15	Online mode	K. Padmanavathy
Oct	IV	Indian Constitution- Salient features of the Constitution-Citizenship-Fundamental Rights-Fundamentable duties to Citizens-Powers of the President-The Union Parliament-Rajya Sabha-The Supreme Court of India-High Court-Important Amendments to the Indian Constitution-Indian Defense-Indian Army-Indian Air Force-Indian Navy.	15	Online mode	K. Padmanavathy
Nov	V	Current Affairs-Latest development in Science and Technology, Political development in India, New developments in Trade, Transport, Fine Arts, Major Literary Works, Games and Sports - National, International Awards - National & International organizations, present day India and other related topics.	15	Online mode	K. Padmanavathy

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**LESSON PLAN
2021-2022**

Class: IIIB.COM (R) Semester: v

Sub. Code: 17C62

Title of the Paper: Industrial Law

Total Hours: 2 Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Aug 2021	I	The Factories Act 1948- Definitions - Inspecting staff-Health-Safety and welfare of workers-Working hours of adults-Employment of young persons-Annual leave with wages.	18	Online & Google meet	G.Karthiga <i>Gt. Karthiga</i>
Sep 2021	II	Trade Unions Act 1926 - Definitions - Registration and cancellation of trade unions-Rights and privileges -Duties and liabilities -Amalgamation of trade unions-Dissolution.	18	Online & Google meet	G.Karthiga <i>Gt. Karthiga</i>
Oct 2021	III	The Industrial Disputes Act. 1947 - Definitions - Authorities - powers of authorities - strike - lockout - layoff - Retrenchment - Compensation in case of closing down of undertaking	18	Online & Google meet	G.Karthiga <i>Gt. Karthiga</i>
Nov 2021	IV	The workmen's compensation Act. 1923 - Scope and coverage-Definitions-Rules regarding workmen compensation-Amount of compensation-Distribution of compensation.	18	Online & Google meet	G.Karthiga <i>Gt. Karthiga</i>
Dec 2021	V	The minimum wages Act 1948 - Fixation and revision of wages-Safeguards in payment of minimum wages - The payment of Gratuity Act 1972 - Payment and protection of Gratuity - Nomination - Determination and recovery of gratuity	18	Online & Google meet	G.Karthiga <i>Gt. Karthiga</i>

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LESSON PLAN
2022-2023

Class: IIIB.COM (R) Semester: v

Sub. Code: 174VE6

Title of the Paper: Value education

Total Hours: 2Hours

Month	Unit	Description of the Syllabus	Hours Allocated	Teaching Mode & Methods	Course Teacher Signature
Dec 2022	I	Value education-need and importance -objectives-types of values-nature and concept of moral education-value education vs moral education.	18	Chalk&talk	G Karthika G. Karthika
Jan 2023	II	Values of home-role of women in decision making-parental care -care of the aged-family conflicts and resolutions-gender justice social justice -social integration-socio political awareness	18	Chalk&talk	G. Karthika G. Karthika
Feb 2023	III	Character formation towards positive personality-truthfulness, sacrifice, sincerity, self control, altruism, tolerance, confidence, honesty and courage	18	Chalk&talk	G Karthika G. Karthika
Mar 2023	IV	Karma yoga in Hinduism -love & justice in Christianity -brotherhood in islam compassion in Buddhism-ahimsa in Jainism and courage -need for religious harmony	18	Chalk&talk	G. Karthika G. Karthika
Apr 2023	V	Human rights-fundamental rights - human rights act 1993 (amended 2006) - consumer protection act 1986-right to information act 2005-right to education act 2009- protective laws for women- dowry prohibition act 1961-(amended 1986) and domestic violence act 2005-constitutional values-liberty-democracy-international peace	18	Chalk&talk	G. Karthika G. Karthika

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