

# Lesson Plan (2020-21)

Name of the Teacher :- Poonam Saini

Sub:- Auditing

Class -> B.Com Final Year

<p>Date 9 Dec. to 15 Dec 2020</p>	<p>Chapter :- 1 * Auditing - meaning, objects importance &amp; limitation of Auditing * Types of Audit</p>
<p>16 Dec. to 22 Dec. 2020</p>	<p>* Audit Process &amp; Audit Programme * Internal Control, Internal Audit &amp; internal check</p>
<p>23 Dec. to 31 Dec. 2020</p>	<p>* Routine checking &amp; Vouching * Verification of Assets &amp; Liabilities * Assignment / Test</p>
<p>1 Jan 2021 to 15 Jan 2021</p>	<p>* Company Auditor:- appointment, Power duties &amp; liabilities * Audit Report</p>
<p>16 Jan 2021 to 30 Jan 2021</p>	<p>* Investigation, Auditing of E-Commerce Transaction * Professional Conduct and Ethics</p>
<p>31 Jan 2021 to 5 Feb 2021</p>	<p>* Revision / Test</p>

# Lesson Plan. (2020-21)

Name of the Teacher = Poonam Saini Sub → Cost Account  
class → B.Com final Year

<u>Date</u>	<u>Titles.</u>
9 Dec. to 15 Dec 2020	Unit - I: + Nature & scope of cost Acc Cost Concepts & classification methods and Techniques Material Planning & Purchasing
16 Dec. 2020 to 22 Dec. 2020	Material Cost Accounting, Material Inventory Cost Control:- Concept & Techniques
23 Dec. to 31 December	Labour Cost Accounting / Method of wages payment, Cost Audit, cost Control and cost Reduction, standard Costing & Variance Analysis
1 Jan 2021 to 15 Jan. 2021	Unit cost output costing, Contract costing Job & Batch Costing * Assignment & Test
16 Jan 2021 to 30 Jan. 2021	* Process costing - inter-Process Profit & equivalent Production, & Reconciliation of Cost & financial accounts * operating costing
31 Jan 2021 to 5 Feb 2021	Revision / Test

# Lesson Plan (2020-21)

Name of the Teacher - Poonam Saini

Sub! - Business Law - 1

Class - B.Com 2nd Year

<u>Date</u>	<u>Titles</u>
9 Dec. 2015 to 15 Dec. 2020	Indian Contract Act 1872 - In introductory - Concepts of Contract * Valid Contract and its elements * Proposal * Acceptance
15 Dec. to 22 Dec. 2020	* Contractual Capacity of the Parties * Free Consent of Parties * Lawful Consideration & objects * Agreement expressly Declared as void
23 Dec. to 31 Dec. 2020	* Legal formalities, * Contingent Contract, Performance & Termination of Contract * Implies Contracts
1 Jan. 2021 to 15 Jan. 2021	* Contracts of indemnity and guarantee Bailment Contract, Contract of Agency * Negotiable Instrument Act - 1881 * Unpaid Seller
16 Jan. 2021 to 30 Jan 2021	* Sales of goods Act 1930 - * Conditions & warranties * Transfer of Property or ownership * Suits for Breach of the Contract
31 Jan. 2021 to 5 Feb 2021	Consumer Protection Act 1986 * Revision / Test

# Lesson Plan (2020-21)

Name of the Teacher - Poonam Saini

Subj. - Business Statistics

Class - B.Com 2nd Year

Date	Titles
9 Dec. to 15 Dec 2020	* Introduction of Statistics * Collection of Data
15 Dec. to 22 Dec. 2020	* Measures of Central Tendency - I (Mean, Median, Mode) * Measures of Central Tendency - II (Geometric Mean & Harmonic Mean)
23 Dec. to 31 Dec. 2020	* Measures of Dispersion * Index Number
1 Jan. 2021 to 15 Jan 2021	* Index Number - I & II * Time Series Analysis * Assignment
16 Jan. 2021 to 30 Jan 2021	* Time - Series Analysis - I, II (Measurement of non-Linear Trend & Linear Trend) * Seasonal Variation
31 Jan 2021 to 5 Feb 2021	* Revision / Test

# Lesson Plan (2020 - 21)

Name of Teacher = Poonam Saini

Session : 2020-21

Class = B.Com First Year

Subj. - Business Communication

Date | Titles

9 Dec. to 15 Dec. 2020	Unit - I Meaning of Business Communication: Basic forms and Model * Theories of Communication
16 Dec. 2020 to 22 Dec. 2020	Audience Analysis & Unit II → Corporate Communication
23 Dec. to 31 December	Miscommunication, effective Presentation skills & Practices in Business Communication. * Assignment taken
1 Jan. 2021 to 15 Jan. 2021	Unit - III Self - Development and Communication. Non-verbal aspects of Communication & effective listening skill.
16 Jan. to 30 Jan. 2021	Unit - IV * writing Business letter * Terms of electronic Communication
31 Jan. 2021 to 5. Feb 2021	→ Revision / Test / ✓