

## **Govt. College for Girls, Padha (Karnal)**

### **Lesson Plan for Even Semester**

**Name of the Assistant Professor: Dr.Karamjit Kaur**

**Class- B.Com II Semester**

**Subject- Computerized Accounting System**

<b>1<sup>st</sup> Week (Feb 8)</b>	Introduction of Tally ERP, Tally Prime Feature, Advantage, Difference Between Manual Accounting and Computerized Accounting
<b>2<sup>nd</sup> Week Feb (10-15)</b>	Installation of Tally Prime , Features of Tally Prime
<b>3<sup>rd</sup> Week Feb (17-22)</b>	Licensing configurations in Tally, Screen Component of Tally , How to open Tally ,
<b>4<sup>th</sup> Week Feb (24-28)</b>	How to create Company in Tally, Select Company, Alteration in Company Detail , How to Delete Company, How to enable Tally Vault Password
<b>5<sup>th</sup> Week March (1-8)</b>	Security Control in Tally, ERP9 – Splitting Company Data – Backup and Restore. Test
<b>6<sup>th</sup> Week March (9-16)</b>	<b>Holi Vacations</b>
<b>7<sup>th</sup> Week March (17-22)</b>	Accounting: voucher entry, Ledger Creation, delete in ledger Alternation. Assignment I
<b>8<sup>th</sup> Week March (24-31)</b>	Budget Creation, Display of Budget. Test
<b>9<sup>th</sup> Week April (1-5)</b>	Cost centre Creation, Display of cost centre
<b>10<sup>th</sup> Week April (7-12)</b>	Display of Financial Statement Balance sheet, profit and loss account,
<b>11<sup>th</sup> Week April (14-19)</b>	How to create Multi currency. debit note, credit note, interest calculation.
<b>12<sup>th</sup> Week April (21-26)</b>	Inventory: stock item, sales order, purchase order, Inventory: stock item, Test
<b>13<sup>th</sup> Week April (28-30)</b>	Sales order, purchase order, delivery note, rejection out. Assignment II
<b>14<sup>th</sup> Week May(1-3)</b>	Computerized Tax Liability Calculation. Payroll: Salary Accounting –
<b>15<sup>th</sup> Week May(5-10)</b>	Introduction to Payroll – Overtime Payment – Gratuity –
<b>16<sup>th</sup> Week May(12-17)</b>	Advanced Payroll Transactions Basic
<b>17<sup>th</sup> Week May(19-24)</b>	Payroll Masters – Payroll Vouchers , Salary, Overtime, Bonus, Gratuity
<b>18<sup>th</sup> Week May(26-31)</b>	<b>Test/Revision</b>

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### **Lesson Plan for Even Semester**

**Name of the Assistant Professor: Dr.Karamjit Kaur**

**Class- B.Com II Semester**

**Subject- Company Law**

<b>1<sup>st</sup> Week (Feb 8)</b>	Company: Concept, characteristics, types;
<b>2<sup>nd</sup> Week Feb (10-15)</b>	Conversion of private company into public company & vice versa; Incorporation of a company.
<b>3<sup>rd</sup> Week Feb (17-22)</b>	Legal position of promoters; Pre-incorporation 14 contracts.
<b>4<sup>th</sup> Week Feb (24-28)</b>	Memorandum of Association: Clauses and alteration procedure, Doctrine of ultra vires
<b>5<sup>th</sup> Week March (1-8)</b>	;Articles of Association: Clauses and alteration; Doctrine of indoor management; Doctrine of constructive notice
<b>6<sup>th</sup> Week March (9-16)</b>	<b>Holi Vacation</b>
<b>7<sup>th</sup> Week March (17-22)</b>	Prospectus: Concept, types, contents and formalities of red herring & shelf prospectus, Test/ Assignment I
<b>8<sup>th</sup> Week March (24-31)</b>	mis-statement and remedies, liabilities for misstatements in Prospectus.
<b>9<sup>th</sup> Week April (1-5)</b>	Share capital: Types, issue and allotment of shares; Reduction of share capital
<b>10<sup>th</sup> Week April (7-12)</b>	Board of Directors: Composition, legal position, qualification,
<b>11<sup>th</sup> Week April (14-19)</b>	appointment, powers, duties & liabilities and removal of directors;
<b>12<sup>th</sup> Week April (21-26)</b>	Company secretary: Role, appointment, duties Test/ Assignment II
<b>13<sup>th</sup> Week April (28-30)</b>	Company secretary liabilities, rights and removal.
<b>14<sup>th</sup> Week May(1-3)</b>	Dividend: Types, factors affecting dividend decisions
<b>15<sup>th</sup> Week May(5-10)</b>	Legal provisions, dividend practices prevalent in India
<b>16<sup>th</sup> Week May(12-17)</b>	Winding up of a company: Reasons,
<b>17<sup>th</sup> Week May(19-24)</b>	Modes, procedure and implications of winding up.
<b>18<sup>th</sup> Week May(26-31)</b>	<b>Test/Revision</b>