

Teaching Plan
Academic Year 2015-2016

CLASS : BCA **SEMESTER:** I
SUBJECT : ACCOUNTANCY- I **PAPER NO:** I
PERIODS/WEEK : TH: 04 **TEST (DATE):** _____
WEEKS (TOTAL) : 15 **TUTORIALS(DATE):** _____

WEEK	TOPIC TO BE COVERED
1	Book-keeping & Accountancy: Meaning, Definitions, Usefulness, Basic Accounting Terms
2	Double Entry System: Introduction, System, two effects, rules
3	Classification of accounts, rules , proforma of Journal, how to pass journal entries
4	Simple problems on Journal Entries
5	Problems on Combined and Advanced Journal Entries
6	Subsidiary Books and Cash Books: introduction, types and preparation of subsidiary books
7	Introduction , types and preparation of cash books
8	Ledger posting and preparation of Trial Balance
9	Sole Traders Final Accounts: Introduction, Adjustments and Numerical problems on sole trader final accounts
10	Advanced numerical problems on sole traders final accounts
11	Partnership Final Accounts: Introduction and preparation of final accounts
12	Depreciation: Meaning definition need of depreciation methods of depreciation
13	Numerical problems on fixed instalment method
14	Numerical problems on reducing balance method
15	Solution of exam question papers in class

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Teaching Plan
Academic Year 2015-16

Class	: BCA	Semester: I SEM
Subject	: Business stat	Paper No: III
Periods per week	: Th: 4	Practical
Weeks (Total)	: 15	Test (Date): _____
		Tutorials (Date): _____

Week	Topic To Be Covered
1	Introduction, Origin & Growth of Statistics
	Definitions, Functions.
	Scopes
	Limitations.
2	Organising Statistical Survey
	Planning the Survey
	Scope of Survey
	Techniques of data collection
3	Techniques of data collection
	Sampling
	sample designs
	sample designs
4	Classification of data
	Classification of data
	Tabulation of Data
	Tabulation of Data
5	Measures of Central Value - Mean
	Median
	Mode
	Measures of Dispersion - Range
6	Quartile Deviation
	Quartile Deviation
	Mean Deviation
	Standard Deviation
7	Standard Deviation
	Correlation Analysis : Introduction
	Correlation Analysis : Introduction
	Utility of the study of correlation
8	Correlation and causation
	Types of correlation Positive Correlation
	Negative Correlation
	Karl Pearson's Coefficient of Correlation.
9	

	Rank correlation for non repetitive observations and Repetitive observations
10	Regression Linear regression Non linear regression
11	Two lines of regression for finding value of X when Y is given Finding value of Y when X is given
12	Revision
13	Revision
14	TEST

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Teaching Plan
Academic Year 2015-16

Class : **BCA** **Semester: ISEM**
Subject : **communication skill** **Paper No: v**
Periods per week : **Th: 4** **Practical** **Test (Date):** _____
Weeks(Total): 15 **Tutorials (Date):** _____

Week	Topics to be covered
1	Aims and objectives of communication
2	Types of communication
3	Difference between verbal and non verbal communication
4	Barriers in communication
5	Assignment and Test to be conducted
6	Body language
7	Listening skills and its types
8	Barriers in listening
9	Written communication
10	Letter writing and its types
11	Types of written communication
12	Johan window
13	Interview techniques
14	Seminars
15	Practical and submission of assignment and tutorials

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Teaching Plan
Academic Year 2015-2016

Class	: B.C.A	Semester:	I Sem
Subject	: I.E	Paper No:	II
Periods per week	: Th_04	Test (Date):	_____
Weeks (Total)	: 15	Tutorials (Date):	_____

Week	Topic to be Covered
1	Introduction : Nature & scope of Business economics, Importance of economics, role of economics / significance of economics
2	Micro economics : features, importance and limitations, scope of micro economics, economic system and types
3	Macro economics : features, importance and limitations, scope of macro economics , difference between micro and macro economics
4	Indifference curve technique : meaning properties of indifference curve technique, consumer equilibrium position
5	Income effect, substitution effect, Price effect
6	Production : meaning, main factors effecting production function, characteristics of production function
7	Test, types of production function
8	Production function, concept of Returns to scale
9	Increasing returns to scale, Constants return to scale
10	Varying returns to scale Economic development : meaning, characteristics
11	Importance of economic development, difference between developed, developing and under developed
12	Indicators of economic development, factors promoting development, obstacles in the economic development of underdeveloped countries
13	Stages of economic growth, importance of economic growth, difference between growth and development
14	Industrial development in India, features of under developed economy with reference to India
15	Revision, Test

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Teaching Plan Academic Year 2015-16

Class : BCA **Semester: I SEM**
Subject : Operating System **Paper No: VI**
Periods per week : Th: 2 **Practical 4** **Test (Date):_____**
Weeks (Total) : 15 **Tutorials (Date):_____**

Week	Topics To Be Covered
1	Operating System Concept
	Its Necessity,
2	Functions Of Operating System
	Memory Management
3	Device Management
	Job Scheduling
4	I/O Management
	Resource Management
5	Types Of Operating System
	DISK OPERATING SYSTEM (DOS)
6	System Prompt
	Default Device
7	File Directory
	Display Of Files
8	Directory- Handling
	Copying, Deleting Files,
9	Windows Exploring Windows
	Settings, Control Panel
10	Add Remove Hardware
	Printers, Date Time Regional Settings
11	Games, File Handling Activities,
	Recycle Bin Etc.
12	Study Of Internal & External Commands Of MS-DOS
	DIR (With Options) DATE, TIME, CLS, COPY CON, EDIT, COPY, DELETE, REN
13	FORMAT, FIND, RESTORE, PROMPT, PATH, MORE, TYPE, VER, VOL

14	Configuring Dos And Batch Files, CONFIG.SYS, BREAK ON/OFF, BUFFER, FILES
15	SHELL, SET, ECHO, PAUSE, CALL, IF, GOTO, END
	Revision

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Teaching Plan
Academic Year 2015-16

Class : BCA **Semester: I SEM**
Subject : office automation tools **Paper No: IV**
Periods per week : Th: 2 Practical 4 **Test (Date):**_____
Weeks (Total): 15 **Tutorial (Date):**_____

Week	Topics To Be Covered
1	Features And Tools Of MS-Office, Word
	Advantages And Disadvantages Of Word
2	Creating Word Documents, Saving, Printing
	Editing Text, Saving, Printing , Undo, Redo, Spelling, Formatting,
3	Ruler, Selecting, Cutting,
	Copying, Numbering, Bullets, Page, Orientation, Margins,
4	Tables In A Document,
	Formatting Text In Table,
5	Addition Deletion Of Rows Columns,
	Word Handling, Sorting, Label, & Envelop,
6	Forms, Recycle Bin. Protection Of Documents.
	Mail Merge
7	Features Of Excel:
	Excel Sheet Creation, Entering Data,
8	Layout And Formatting Of Sheet Preview
	Print, Working With Range, Rows, Columns,
9	Total, Sorting Using Formatting Toolbars
	Format Cells Worksheet Alignment Of Text
10	Cell Content Moving & Copying Grouped & Ungrouped
	Border Colors, Page Setup,
11	Chart, Types Of Chart
	Merging Sizing Printing Chart
12	Objects, Formatting Charts, Formula Palette , Functions & Uses
	Organizing Data With Excel.
13	Features Of Power Point: Creating A Presentation
	Modifying Visual Elements
14	Adding Objects, Applying Transition
	Animation And Linking, Preparing Layouts, Presenting A Slide Show
15	Revision

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