**Academic Year: 2021-22**

**July to Dec 2021 : BCP (III) - CAB (Lab 2.5 credit (Five labs) + Theory 2 credit)**

 **: BCP (III) – Company Law (Theory 5 credit)**

**Jan to June 2022 : BCH (IV) - CAB (Lab 4 credit (Eight labs) + Theory 4 credit)**

**Name of Teacher: Dr. Divya Sharma**

**Course: B.Com CBCS Semester: III**

**Paper BC 3.1: Company Law Paper Code: 52414303**

**Theory : 5 Credit hrs. (Five Lectures)**

**Subject Objectives**: To familiarize the students with various provisions and procedures of company law and to give an insight into relevant case laws.

**LESSON PLAN (for the year 2021-22 July to Dec.)**

**(Unit-wise)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNIT/ Lectures and Labs Required** | **TOPICS FOR STUDENT PREPARATION (INPUT)** | **PROCEDURE (Tools)** | **LEARNING OUTCOME (OUTPUT)** | **ASSESSMENT** |
| UNIT1 : Introduction of Company Law(15 lectures ) | Meaning and Character of CompanyLifting of corporate veilAdministration of company lawTypes of companiesFormation of companyOnline registration of companyPromoter and his legal position | * Lecture and discussion
* Problem solving
* Use of flow charts and comparative charts
* Case studies
 | \*Students able to understand the concept of companies and its registration procedure\*Develop understanding about promoters \* Understanding for lifting of corporate veil | Evaluation through QuizOne word question/answer session and written assignment  |
| UNIT 2 : Documents and shares (13 lectures) | Memorandum of Association Article of AssociationAlteration Doctrine of indoor management and constructive noticeVarious types of ProspectusMisstatement in prospectusAllotment, call and forfeiture of sharesBonus shareTransfer , transmission of sharesBuyback of sharesD-Mat system | \*Lecture and discussion \*Problem solving with the help of black-board\* Use of flow charts and comparative charts \*Case studies\*Use of Templates | \*Develop conceptual understanding of importance and difference in MOA and AOA\*Utility of different doctrines to safeguard out interest. \*Rational of prospectus.\*Understanding the various aspects of shares issue, call and forfeiture\*Able to make difference between transfer and transmission\*Understanding about buyback of shares\*Understanding of D-Mat system | Evaluation through test, presentation and assignment |
| UNIT3 : Management (12 lectures) | Directors: types, Appointment, removal, powers and duties, legal positionCommittees: BOD, Audit, Nomination and remuneration, stakeholder relationship, CSRDINKey Managerial personnel | \*Lecture and discussion\*Problem solving with the help of black-board\* Use of flow charts and comparative charts \*Case studies\*Use of Templates | \*Develop understanding about all aspects of director\*Developing understanding of various committees | Evaluation through test, presentation and assignment |
| UNIT 4 : Company Meetings (10 lectures) | Meetings: Types, convening and conduct of meetingsValid meeting: requisites, agenda, chairman, quorum, proxy, resolution, minutesPostal ballotMeeting via video conferencingE voting | \*Lecture and discussion \*Problem solving with the help of black-board\* Use of flow charts and comparative charts \*Case studies\*Use of Templates | Develop understanding of meetings took place in company | Evaluation through assignment, test and MCQ |
| UNIT 5 : Dividends, Audit and Winding up (15 lectures) | Provisions related to payment of dividendCompany audit, provisions relating to audit, auditor’s Qualification, appointment, rotation, reportConcepts and mode of winding up | \*Lecture and discussion \*Problem solving with the help of black-board\* Use of flow charts and comparative charts \*Case studies\*Use of Templates | \*Understanding dividend, audit and winding up concepts\*Learning working with auditors and liquidators | Evaluation through Presentation and assignments |

**Suggested Readings:**

1. Kuchhal M C, Corporate Laws, Shri Mahaveer Book Depot, New Delhi.

2. Sharma, J.P., An Easy Approach to Corporate Laws, Ane Books Pvt. Ltd., New Delhi

3. Ramaiya, A Guide to Companies Act, LexisNexis, Wadhwa and Buttersworth.

4. Kannal, S., & V.S. Sowrirajan, Company Law Procedure, Taxman’s Allied Services (P) Ltd., New Delhi.

5. Singh, Harpal, Indian Company Law, Galgotia Publishing, Delhi.

6. Companies Act and Corporate Laws, Bharat Law House Pvt Ltd, New Delhi

**Name of Teacher: Dr. Divya Sharma**

**Course: B.Com CBCS Semester: III**

**Paper BC 3.4(a): Computers Applications in Business (SEC) Paper Code: 52413302**

 **Labs: 2.5 Credit hrs. (Five Practical Labs) + 2 Credit (Theory)**

**Subject Objectives**: To familiarize the students with commonly used applications software. To give an insight into utility of computer in our professional life and terminologies used in computer. To equip the students with computational skills using ICT tools.

**LESSON PLAN (for the year 2021-22 July to Dec.)**

**(Unit-wise)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNIT/ Lectures and Labs Required** | **TOPICS FOR STUDENT PREPARATION (INPUT)** | **PROCEDURE (Tools)** | **LEARNING OUTCOME (OUTPUT)** | **ASSESSMENT** |
| UNIT1 : Data Processing, Networking and Recent Trends in Computing(10 theory + 3 labs) | Basic internet terminologyRecent trends in computing | * Lecture, discussion and Lab sessions
* Practical lab on introduction of computer and its parts
 | \* \*Getting familiarized with the internet by hand on practice on internet  | Evaluation through QuizOne word question/answer session and written assignment  |
| UNIT 2 : Word Processing(3 theory+12 Labs) | Introduction of word processingWorking with word documentWord document linking with database and spreadsheet filesPrinting | \*Hands on practice in Lab sessions\*Problem solving with the help of black-board and lab session\*Use of Templates and working with word documents | \*Learning working with word documents\*Learning to edit text, mail merge, paragraph formatting tables, inserting pictures, video etc, printing documents and citations and referencing etc.\*Appreciating the difference between header and head notes, footer and foot notes, referencing and citation etc\*handle document creation for communication. | Evaluation through test, presentation, work book and assignment |
| UNIT3 : Preparing Presentation (3 theory +5 labs) | Basics of presentations slides, templates, font, drawing editing and insertingTransition and AnimationHyperlinkingMedia and designSlide show | \*Lecture and discussion\*Problem solving with the help of software\*Preparation of presentations  | acquire skills to create and make good presentations | Evaluation through test, presentation, work book and Assignment |
| UNIT 4 : Spread sheet and its business applications (5 theory +20 labs) | Spreadsheet concepts: formatting, editing, printing, protection, handling formula and functions, controlling worksheet, charts and graphsFunctions: MathematicalStatisticalFinancialLogicalDate and TimeLookup & referencesDatabaseTextErrorCreating Business spreadsheets:LoanPayrollDepreciationCapital budgetingRatio analysisFrequency analysisCorrelation and regressionPivot table | \*Lecture, discussion during Lab sessions\*Problem solving with the help of black-board\*Use of Case- study Method for explaining and solving real life problems | \*Develop understanding and skill to make various computations in the area of accounting and finance and represent the business data using suitable charts. \*Student now able to manipulate and analyse the business data for better understanding of the business environment and decision making | Evaluation through Assignment, workbook, test and MCQ |
| UNIT 5 :Database Management system (10 theory +20 labs) | ER model, Concepts of Keys, Integrity rules, Mapping, SQL: Quarries, embedded queriesDBMS Software: tables, relations, query, forms, report, modules etc.  | \*Lecture, discussion during Lab session\*real life problem solving with the help of software | \*Learning working with multiple tables (database)\*Learning to create database, establish relationship, query, form and generate report\*understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software. | Evaluation through Presentation, workbook assignments |

**Suggested Readings:**

* Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
* Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann
* Madan Sushila, Computer Applications in Business, Scholar Tech Press.
* Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company
* Sharma S.K. and Bansal Mansi, Computer Applications in Business, Taxmann
* Wayne Winston, Data Analysis & Business Modeling, PHI.

**Name of Teacher: Dr. Divya Sharma**

**Course: B.Com CBCS Semester: III**

**Paper BC 3.4(a): Computers Applications in Business (SEC) Paper Code: 52413302**

 **Labs: 2 Credit hrs. (Four Practical Labs)**

**Subject Objectives**: To familiarize the students with commonly used applications software. To give an insight into utility of computer in our professional life and terminologies used in computer. To equip the students with computational skills using ICT tools.

**LESSON PLAN (for the year 2021-22 July to Dec.)**

**(Unit-wise)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNIT/ Lectures and Labs Required** | **TOPICS FOR STUDENT PREPARATION (INPUT)** | **PROCEDURE (Tools)** | **LEARNING OUTCOME (OUTPUT)** | **ASSESSMENT** |
| UNIT1 : Data Processing, Networking and Recent Trends in Computing( 3 labs) | Basic internet terminologyRecent trends in computing | * Lecture, discussion and Lab sessions
* Practical lab on introduction of computer and its parts
 | \* \*Getting familiarized with the internet by hand on practice on internet  | Evaluation through QuizOne word question/answer session and written assignment  |
| UNIT 2 : Word Processing(12 Labs) | Introduction of word processingWorking with word documentWord document linking with database and spreadsheet filesPrinting | \*Hands on practice in Lab sessions\*Problem solving with the help of black-board and lab session\*Use of Templates and working with word documents | \*Learning working with word documents\*Learning to edit text, mail merge, paragraph formatting tables, inserting pictures, video etc, printing documents and citations and referencing etc.\*Appreciating the difference between header and head notes, footer and foot notes, referencing and citation etc\*handle document creation for communication. | Evaluation through test, presentation, work book and assignment |
| UNIT3 : Preparing Presentation (5 labs) | Basics of presentations slides, templates, font, drawing editing and insertingTransition and AnimationHyperlinkingMedia and designSlide show | \*Lecture and discussion\*Problem solving with the help of software\*Preparation of presentations  | acquire skills to create and make good presentations | Evaluation through test, presentation, work book and Assignment |
| UNIT 4 : Spread sheet and its business applications (20 labs) | Spreadsheet concepts: formatting, editing, printing, protection, handling formula and functions, controlling worksheet, charts and graphsFunctions: MathematicalStatisticalFinancialLogicalDate and TimeLookup & referencesDatabaseTextErrorCreating Business spreadsheets:LoanPayrollDepreciationCapital budgetingRatio analysisFrequency analysisCorrelation and regressionPivot table | \*Lecture, discussion during Lab sessions\*Problem solving with the help of black-board\*Use of Case- study Method for explaining and solving real life problems | \*Develop understanding and skill to make various computations in the area of accounting and finance and represent the business data using suitable charts. \*Student now able to manipulate and analyse the business data for better understanding of the business environment and decision making | Evaluation through Assignment, workbook, test and MCQ |
| UNIT 5 :Database Management system (20 labs) | ER model, Concepts of Keys, Integrity rules, Mapping, SQL: Quarries, embedded queriesDBMS Software: tables, relations, query, forms, report, modules etc.  | \*Lecture, discussion during Lab session\*real life problem solving with the help of software | \*Learning working with multiple tables (database)\*Learning to create database, establish relationship, query, form and generate report\*understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software. | Evaluation through Presentation, workbook assignments |

**Suggested Readings:**

* Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
* Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann
* Madan Sushila, Computer Applications in Business, Scholar Tech Press.
* Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company
* Sharma S.K. and Bansal Mansi, Computer Applications in Business, Taxmann
* Wayne Winston, Data Analysis & Business Modeling, PHI.

**Name of Teacher: Dr. Divya Sharma**

**Course: B.Com(Hons) CBCS Semester: IV**

**Paper BCH 4.3: Computers Applications in Business Paper Code: 22411403**

**Theory + Lab : 4 Credit hrs. (Four Lectures) + 2 Credit hrs. (Four Practical)**

**Subject Objectives**: To familiarize the students with commonly used applications software. To give an insight into utility of computer in our professional life and terminologies used in computer. To equip the students with computational skills using ICT tools.

**LESSON PLAN (for the year 2021-22, Jan to June)**

**(Unit-wise)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNIT/ Lectures and Labs Required** | **TOPICS FOR STUDENT PREPARATION (INPUT)** | **PROCEDURE (Tools)** | **LEARNING OUTCOME (OUTPUT)** | **ASSESSMENT** |
| UNIT1 : Data Processing, Networking and Recent Trends in Computing(14 lectures and 3 labs) | Computing conceptsComputer networksBasic internet terminologyRecent trends in computing | * Lecture, discussion and Lab sessions
* Problem solving with the help of black-board
* Use of flow charts, pictures, live examples from our daily life, display of computer parts in class
* Practical lab on introduction of computer and its parts
 | \*Understanding the various concepts and terminologies used in computer networks and internet and be aware of the recent developments in the fast changing digital business world.\*Getting familiarized with the internet by hand on practice on internet  | Evaluation through QuizOne word question/answer session and written assignment  |
| UNIT 2 : Word Processing (8 lectures and 12 Labs) | Introduction of word processingWorking with word documentWord document linking with database and spreadsheet filesPrinting | \*Lecture, discussion and Lab sessions\*Problem solving with the help of black-board and lab session\*Use of Templates and working with word documents | \*Understanding word processing concepts\*Learning working with word documents\*Learning to edit text, mail merge, paragraph formatting tables, inserting pictures, video etc, printing documents and citations and referencing etc.\*Appreciating the difference between header and head notes, footer and foot notes, referencing and citation etc\*handle document creation for communication. | Evaluation through test, presentation, work book and assignment |
| UNIT3 : Preparing Presentation (6 lectures and 5 labs) | Basics of presentations slides, templates, font, drawing editing and insertingTransition and AnimationHyperlinkingMedia and designSlide show | \*Lecture and discussion\*Problem solving with the help of black-board\*Use of Spread sheetfor estimation of components of cost of capital | acquire skills to create and make good presentations | Evaluation through test, presentation, work book and Assignment |
| UNIT 4 : Spread sheet and its business applications (15 lectures and 20 labs) | Spreadsheet concepts: formatting, editing, printing, protection, handling formula and functions, controlling worksheet, charts and graphsFunctions: MathematicalStatisticalFinancialLogicalDate and TimeLookup & referencesDatabaseTextErrorCreating Business spreadsheets:LoanPayrollDepreciationCapital budgetingRatio analysisFrequency analysisCorrelation and regressionPivot table | \*Lecture, discussion and Lab sessions\*Problem solving with the help of black-board\*Use of Case- study Method for explaining real life problems and its solutions | \*Develop understanding and skill to make various computations in the area of accounting and finance and represent the business data using suitable charts. \*Student now able to manipulate and analyse the business data for better understanding of the business environment and decision making | Evaluation through Assignment, workbook, test and MCQ |
| UNIT 5 :Database Management system (15 lectures and 20 labs) | Concept of database, its management system, file handling systems, ER model, Concepts of Keys, Integrity rules, Mapping, NormalisationSQL: Quarries, embedded queriesDBMS Software: tables, relations, query, forms, report, modules etc.  | \*Lecture, discussion and Lab session\*real life problem solving with the help of softwares | \*Understanding database concepts\*Learning working with multiple tables (database)\*Learning to create database, establish relationship, query, form and generate report\*understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software. | Evaluation through Presentation, workbook assignments |

**Suggested Readings:**

* Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
* Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann
* Madan Sushila, Computer Applications in Business, Scholar Tech Press.
* Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company
* Sharma S.K. and Bansal Mansi, Computer Applications in Business, Taxmann
* Wayne Winston, Data Analysis & Business Modeling, PHI.

**Name of Teacher: Dr. Divya Sharma**

**Course: B.Com(hons.) CBCS, Semester: IV**

**Paper BCH 4.3: Computers Applications in Business Paper Code: 22411403**

**Labs: 2 Credit hrs. (Four Practical)**

**Subject Objectives**: To familiarize the students with commonly used applications software. To give an insight into utility of computer in our professional life and terminologies used in computer. To equip the students with computational skills using ICT tools.

**LESSON PLAN (for the year 2021-22 Jan to June)**

**(Unit-wise)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **UNIT/ Lectures and Labs Required** | **TOPICS FOR STUDENT PREPARATION (INPUT)** | **PROCEDURE (Tools)** | **LEARNING OUTCOME (OUTPUT)** | **ASSESSMENT** |
| UNIT1 : Data Processing, Networking and Recent Trends in Computing( 3 labs) | Basic internet terminologyRecent trends in computing | * Lecture, discussion and Lab sessions
* Practical lab on introduction of computer and its parts
 | \*Getting familiarized with the internet by hand on practice on internet  | Evaluation through QuizOne word question/answer session and written assignment  |
| UNIT 2 : Word Processing(12 Labs) | Introduction of word processingWorking with word documentWord document linking with database and spreadsheet filesPrinting | \*Hands on practice in Lab sessions\*Problem solving with the help of black-board and lab session\*Use of Templates and working with word documents | \*Learning working with word documents\*Learning to edit text, mail merge, paragraph formatting tables, inserting pictures, video etc, printing documents and citations and referencing etc.\*Appreciating the difference between header and head notes, footer and foot notes, referencing and citation etc\*handle document creation for communication. | Evaluation through test, presentation, work book and assignment |
| UNIT3 : Preparing Presentation (5 labs) | Basics of presentations slides, templates, font, drawing editing and insertingTransition and AnimationHyperlinkingMedia and designSlide show | \*Lecture and discussion\*Problem solving with the help of software\*Preparation of presentations  | acquire skills to create and make good presentations | Evaluation through test, presentation, work book and Assignment |
| UNIT 4 : Spread sheet and its business applications (20 labs) | Spreadsheet concepts: formatting, editing, printing, protection, handling formula and functions, controlling worksheet, charts and graphsFunctions: MathematicalStatisticalFinancialLogicalDate and TimeLookup & referencesDatabaseTextErrorCreating Business spreadsheets:LoanPayrollDepreciationCapital budgetingRatio analysisFrequency analysisCorrelation and regressionPivot table | \*Lecture, discussion during Lab sessions\*Problem solving with the help of black-board\*Use of Case- study Method for explaining and solving real life problems | \*Develop understanding and skill to make various computations in the area of accounting and finance and represent the business data using suitable charts. \*Student now able to manipulate and analyse the business data for better understanding of the business environment and decision making | Evaluation through Assignment, workbook, test and MCQ |
| UNIT 5 :Database Management system (20 labs) | ER model, Concepts of Keys, Integrity rules, Mapping, SQL: Quarries, embedded queriesDBMS Software: tables, relations, query, forms, report, modules etc.  | \*Lecture, discussion during Lab session\*real life problem solving with the help of software | \*Learning working with multiple tables (database)\*Learning to create database, establish relationship, query, form and generate report\*understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software. | Evaluation through Presentation, workbook assignments |

**Suggested Readings:**

* Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
* Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann
* Madan Sushila, Computer Applications in Business, Scholar Tech Press.
* Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company
* Sharma S.K. and Bansal Mansi, Computer Applications in Business, Taxmann
* Wayne Winston, Data Analysis & Business Modeling, PHI.