

Lesson Plan

Name Of Faculty : GL-2

Discipline : OMCA

Semester : 3rd sem.

Subject : CBA

Lesson Plan Duration : 15 week(July 2018 to nov 2018)

Week	Theory		Practical	
	Lecture Day	Topic (Including Assignment / Test)	Practical Day	Topic
Ist	1		1 st	Introduction:- Some Exercise of spreadsheet using Excel,
	2			Introduction of Tally (Latest Version)
IIInd	3		2 nd	Installation of Software
	4			Use of Tally
IIIrd	5		3 rd	Features of tally (7.2,9.0,ERP)
	6			Invoicing on Computer
IVth	7		4 th	Voucher entries creating statements like bills, points on sale, TDS, TCS
	8			Posting and Ledger Accounts on computer
Vth	9		5 th	Sheet practice
	10			Sessional – Test Ist
VIth	11		6 th	Preparation of subsidiary books on computer
	12			Cash book-simple cash book, double cash book and triple cash book.
	14			Petty cash book

VIIIth	15		8 th	Revision
	16			Revision
IXth	17		9 th	Revision
	18			Sheet practice
Xth	19		10 th	Revision
	20			Sessional – Test 2nd
XIth	21		11 th	Revision
	22			Preparation of trail balance on computer
XIIth	23		12 th	Preparation of bank reconciliation statements on computer
	24			Instructional Strategy
XIIIth	25		13 th	Sheet practice
	26			Revision
XIVth	27		14 th	Revision
	28			Revision
XVth	29		15 th	Revision
	30			Sessional test 3rd