

Specimen of Lesson Plan				
		Name of the Faculty : Shivani Pahwa		
		Discipline : OMCA		
		Semester : 4th Sem		
		Subject : CBA		
Lesson Plan Duration : 16 weeks (From Feb15, 2024 – June,2024)				
Weeks	Practical		Theory	
	Lecture day	Topics (Including assignment test)	Lecture day	Topics
1st	1	Introduction to Computerized Accounting		
	2	Meaning of Computerized accounting		
	3	Features of Computerized Accounting:		
	4	Advantages and Limitations of Computerized Accounting		
	5	Manual Accounting		
2nd	6	Computerized Accounting systems		
	7	Manual Accounting vs Computerized Accounting systems.		
	8	Revision of Unit-1		
	9	Class Test		
	10	Introduction to Accounting Packages		
3rd	11	Introduction of Tally (Latest Versions)		
	12	Installation of Software and complete Set up		
	13	Revision		
	14	Class Test		
	15	Features of Tally (9.0, ERP)		
4th	16	Accounting Master: Create your first company		
	17	Creating, editing, and deleting 'The Company'		
	18	Open/alter/delete/use of tally vault features		
	19	Revision of Unit-1		
	20	Class Test		
5th	21	Invoicing on Computer:		
	22	Preparing Vouchers		
	23	Receipt Voucher		
	24	Contra Voucher		
	25	Payment Voucher		
6th	26	Journal Voucher		
	27	Revision		
	28	Purchase Voucher as voucher mode		
	29	Purchase Voucher as invoice mode		
	30	Revision of purchase Voucher		
7th	31	Sales Voucher with Invoice generation		
	32	Revision of Sales Voucher		
	33	Posting and Ledger Accounts on computer		
	34	GST Purchase Entry		
	35	Sales Return Entry		
8th	36	Credit Note Entry		
	37	Purchase return Entry		
	38	Revision		
	39	Debit Note Entry		
	40	Bank Receipts Entry		
9th	41	Payment & Contra Entry		
	42	Revision		
	43	Class Test		
	44	Opening Balance Entry		
	45	Revision		
10th	46	Class Test		
	47	Preparation of Various Ledger		
	48	Trial Balance on Computer:		
	49	Revision		
	50	Preparation of Purchase Ledger		

11th	51	Revision of Purchase Ledger		
	52	Sales ledger		
	53	Revision of purchase & sales ledger		
	54	Class Test		
	55	Preparation of Cash Book i.e. Single Column		
12th	56	Revision		
	57	Double Column		
	58	Triple Column		
	59	Revision of cash book		
	60	Petty Cash Book		
13th	61	Discount & round off Ledger Creation		
	62	Edit & Delete a Ledger		
	63	Revision of Discount & round Ledger		
	64	Preparation of Trial Balance on Computer		
	65	Revision of Preparation of Trail Balance sheet		
14th	66	Revision		
	67	Class Test		
	68	Preparation of Bank Reconciliation statements on Computer:		
	69	Revision of Bank reconciliation Satements		
	70	Class Test		
15th	71	Bank Reconciliation in Tally		
	72	View & Print out of Various Reports		
	73	Searching of Specific Transaction		
	74	Checking Negative Cash Flow and How to Resolve		
	75	Backup & Restore of Tally Data		
16th	76	Splitting of Tally Data		
	77	Revision		
	78	Class Test		
	79	Revision of whole syllabus		
	80	Test of whole syllabus		

