

## Lesson Plan

**Name of the Faculty** : Ms. Isha Khuran

**Discipline** : BCA

**Semester** : 4TH

**Subject** : Basic Accounting (BCA-208 B)

**Lesson Plan Duration** :15 weeks(from January, 2018 to April, 2018)

**Work Load (Lecture/Practical)per week(in hours):** Lecture:3, Practical:2

Week	Theory		Practical	
	Lecture Day	Topic(including Assignment/Test)	Practical Day	Topic
1st	1 <sup>st</sup>	Basic Accounting Concepts	1 <sup>st</sup>	
	2 <sup>nd</sup>	introduction, importance and scope	2 <sup>nd</sup>	
	3 <sup>rd</sup>	Accounts –Types and classification		
	T1	Tutorial---review of lectures		
2nd	4 <sup>th</sup>	basic terms–Capital, Income, Expenditure, Expenses,	3 <sup>rd</sup>	
	5 <sup>th</sup>	Assets, Liabilities and application to Problems	4 <sup>th</sup>	
	6 <sup>th</sup>	Accounting Equation		
	T2	Tutorial---problem/review of lectures		
3rd	7 <sup>th</sup>	Double Entry System	5 <sup>th</sup>	
	8 <sup>th</sup>	Generally accepted accounting principles	6 <sup>th</sup>	
	9 <sup>th</sup>	Journal and Ledger-		
	T3	Tutorial---problem/ review of lectures		
4th	10 <sup>th</sup>	Journal and recording of entries in journal with narration	7 <sup>th</sup>	
	11 <sup>th</sup>	Ledger	8 <sup>th</sup>	

	12 <sup>th</sup>	Posting from Journal to respective ledger accounts		
	T4	Tutorial---problem/review of lectures		
5th	13 <sup>th</sup>	Basic concepts of purchase book	9 <sup>th</sup>	
	14 <sup>th</sup>	Sales book and cashbook	10 <sup>th</sup>	
	15 <sup>th</sup>	Trial Balance: Need and objectives		
	T5	Tutorial---problem/review of lectures		
6th	16 <sup>th</sup>	Application of Trial Balance	11 <sup>th</sup>	
	17 <sup>th</sup>	different types of errors escaped	12 <sup>th</sup>	
	18 <sup>th</sup>	trial Balance preparation.		
7th	19 <sup>th</sup>	Assignment /Test	13 <sup>th</sup>	
	20 <sup>th</sup>	Case studies	14 <sup>th</sup>	
	21 <sup>st</sup>	Case studies		
	T6	Tutorial---problem/review of lectures		
8th	22 <sup>nd</sup>	Final Accounts	15 <sup>th</sup>	
	23 <sup>rd</sup>		16 <sup>th</sup>	
	24 <sup>th</sup>	Assignment /Test		
	T7	Tutorial---problem/review of lectures		
9th	25 <sup>th</sup>	Final Accounts without adjustments	17 <sup>th</sup>	
	26 <sup>th</sup>	Bank Reconciliation Statement	18 <sup>th</sup>	
	27 <sup>th</sup>	Bank Reconciliation Statement		
	T8	Tutorial---problem/review of lectures		
10th	28 <sup>th</sup>	Bank transactions	19 <sup>th</sup>	
	29 <sup>th</sup>	Bank transactions	20 <sup>th</sup>	
	30 <sup>th</sup>	Assignment /Test		
	T9	Tutorial---problem/review of lectures		
11th	31 <sup>st</sup>	Preparation of simple bank reconciliation statement	21 <sup>st</sup>	

	32 <sup>nd</sup>	Preparation of simple bank reconciliation statement	22 <sup>nd</sup>	
	33 <sup>rd</sup>	Sources of raising of capital in corporate undertaking		
	T10	Tutorial---problem/review of lectures		
12th	34 <sup>th</sup>	Sources of raising of capital in corporate undertaking	23 <sup>rd</sup>	
	35 <sup>th</sup>	working Capital	24 <sup>th</sup>	
	36 <sup>th</sup>	Long term Capital		
	T11	Tutorial---problem/review of lectures		
13th	37 <sup>th</sup>	Case studies	25 <sup>th</sup>	
	38 <sup>th</sup>	Case studies	26 <sup>th</sup>	
	39 <sup>th</sup>	Application of computers in accounting		
	T12	Tutorial---problem/ review of lectures		
14th	40 <sup>th</sup>	Application of computers in accounting	27 <sup>th</sup>	
	41 <sup>st</sup>	Application of computers in accounting	28 <sup>th</sup>	
	42 <sup>nd</sup>	Problem session		
15th	43 <sup>rd</sup>	Assignment /Test	29 <sup>th</sup>	
	44 <sup>th</sup>	Problem session	30 <sup>th</sup>	
	45 <sup>th</sup>	Problem session		

IMPORTANT DATES (KEY DATES)

\* 14 to 16 February, 2018 (Wednesday -Friday)----- SESSIONAL I

\* 4 - 6 April, 2018 (Wednesday - Friday) ----- SESSIONAL II

\*27 April, 2018 (Friday) ----- LAST DAY OF SESSION

\*1 May to 8 May, 2018 (Tuesday-Tuesday)----- PRACTICAL EXAMINATION

Start of End semester examinations (Even Semester)-----11 May, 2018 (Friday ) to 10 June, 2018 (Sunday)

