

## Lesson Plan Winter 2023-24

<b>Semester: 5th</b>
<b>Subject : Pr.2 Computerised Accounting</b>
<b>Name of the Faculty : Swagatika Pradhan</b>

SI No	Title of the chapter	week/month	Class day	Topic to be covered	
1	UNIT 1 COMPUTERISED ACCOUNTING PACKAGE	1st/Aug	1st	Company creation	
2			2nd	Company creation	
3			3rd	ledger creation	
4			4th	order processing	
5			5th	accounting voucher	
6		2nd/Aug	1st	inventory voucher	
7			2nd	memorandum voucher	
8			3rd	invoicing	
9			4th	multiple godown	
10			5th	transfer of material	
11			6th	bank reconciliation	
12		3rd/Aug	1st	Cost Centre	
13			2nd	cost category	
14			3rd	bill of material	
15			4th	budget	
16			5th	payroll	
17			4th/Aug	1st	tds
18				2nd	gst
19				3rd	back up and restore
20		4th		export and import data	
21		5th		Revision	
22			6th	Revision	
23	UNIT 2 DESIGNING COMPUTERISED ACCOUNTING SYSTEM	5th/Aug	1st	introduction to dbms	
24			2nd	table	
25			3rd	query	
26			4th	form	
27			5th	report	
28			6th	designing computerised accounting system	
29		2nd/Sept	1st	creating avoucher	
30			2nd	creating ledger	
31			3rd	creating trail balance	
32			4th	profit and loss a/c	
33			5th	balance sheet	
34			6th	designing payroll	
35			3rd/Sept	1st	preparations of income tax file return
36				2nd	submissions of income tax file return
37	3rd	view form 26AS			

38	UNIT 3 E- FILLING OF TAX RETURN	4th/Sept	4th	upload return	
39			5th	view efile return	
40			6th	e verification	
41			4th/Sept	1st	use of e tax calculater
42				2nd	e pay tax
43				3rd	preparing and submitting form 10E
44				4th	Revision
45	5th	Revision			
46	UNIT 4 ACCOUNT ING APPLICATI ONS IN ELECTRON IC SPREADSH EET	5th/Sept	1st	concept of electronic spreadsheet	
47			2nd	feature of electronic spreadsheet	
48			3rd	banck reconciliation statement	
49			4th	asset accounting	
50			5th	loan	
51			6th	repayment of loan	
52		1st/Oct	1st	ratio analysis	
53			2nd	graph	
54			3rd	chart	
55			4th	diagrams	
56			5th	Revision	
57	6th		Revision		
58	UNIT 5 USING COMPUTE RIZED ACCOUNT ING SYSTEM	2nd/Oct	1st	computerised accounting systems	
59			2nd	creating a company	
60			3rd	configure and feature setting	
61			4th	creating ledger	
62			5th	creating groups	
63			6th	creating stock item	
64		3rd/Oct	1st	creating stock item	
65			2nd	creating stock group	
66			3rd	creating stock group	
67			4th	voucher entry	
68			5th	voucher entry	
69			6th	voucher entry	
70		1st/Nov	1st	voucher entry	
71			2nd	voucher entry	
72			3rd	generating reports	
73			4th	generating reports	
74			5th	cash book	
75			6th	cash book	
76	2nd/Nov	1st	legder		
77		2nd	legder		
78		3rd	trail balance		
79		4th	trail balance		
80		5th	profit and loss a/c		
81		6th	profit and loss a/c		
82		1st	balance sheet		

83		2nd	balance sheet
84		3rd	Bank Reconciliation Statemen
86		4th	Bank Reconciliation Statement
87		5th	Bank Reconciliation Statemen
88	3rd/Nov	6th	Bank Reconciliation Statemen
89		1st	cash flow statements
90		2nd	Bank Reconciliation Statemen
91		3rd	selecting and shutting a company
92		4th	selecting and shutting a company
93		5th	selecting and shutting a company
94	4th/Nov	6th	Revision
95		1st	Revision
96		2nd	Revision
97	5th/Nov	3rd	Revision

Swagatoka Pradhan.