

Lesson Plan Winter 2022-23

Semester: 5th
Subject : Pr.2 Computerised Accounting
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SI No	Title of the chapter	week/month	Class day	Topic to be covered	
1	UNIT 1 COMPUTERISED ACCOUNTING PACKAGE	3rd/sep	1st	Company creation	
2			2nd	Company creation	
3			3rd	ledger creation	
4			4th	order processing	
5			5th	accounting voucher	
6		4th/sep	1st	inventory voucher	
7			2nd	memorandum voucher	
8			3rd	invoicing	
9			4th	multiple godown	
10			5th	transfer of material	
11			6th	bank reconciliation	
12		5th/sep	1st	Cost Centre	
13			2nd	cost category	
14			3rd	bill of material	
15			4th	budget	
16		1st/oct	5th	payroll	
17		3rd/oct	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	4th/oct	1st	introduction to dbms	
24			2nd	table	
25			3rd	query	
26			4th	form	
27			5th	report	
28			6th	designing computerised accounting system	
29		5th/oct	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			1st/nov	1st	preparations of income tax file return
36				2nd	submissions of income tax file return

37	UNIT 3 E-FILLING OF TAX RETURN	1st/nov	3rd	view form 26AS	
38			4th	upload return	
39			5th	view efile return	
40			6th	e verification	
41		2nd/nov	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 ACCOUNTING APPLICATIONS IN ELECTRONIC SPREADSHEET	3rd/nov	1st
47	2nd	feature of electronic spreadsheet			
48	3rd	banck reconciliation statement			
49	4th	asset accounting			
50	5th	loan			
51	6th	repayment of loan			
52	4th/nov	1st		ratio analysis	
53		2nd		graph	
54		3rd		chart	
55		4th		diagrams	
56		5th		Revision	
57		6th		Revision	
58	UNIT 5 USING COMPUTERIZED ACCOUNTING SYSTEM	5th/nov		1st	computerised accounting systems
59		1st/dec		2nd	creating a company
60			3rd	configure and feature setting	
61			4th	creating ledger	
62			5th	creating groups	
63			6th	creating stock item	
64			2nd/dec	1st	creating stock group
65		2nd		voucher entry	
66		3rd		generating reports	
67		4th		cash book	
68		5th		legder	
69		6th		trail balance	
70		3rd/dec	1st	profit and loss a/c	
71			2nd	balance sheet	
72			3rd	Bank Reconciliation Statement	
73			4th	funds flow statement	
74			5th	cash flow statements	
75			6th	selecting and shutting a company	
76		4th/dec	1st	Revision	

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