

Academic Lesson Plan of Winter 2024

Diccipline: MOM	Semester 5th	Name of Teaching Faculty: Priyadarshini Ojha
Subject: Computerized Accounting (Theory)	No. of days/ per week class allotted 04	Semester from date: 22/08/2024 to 16/12/2024
	Class day	No of weeks: 15
		Theory /pratical topics
4TH WEEK AUG	8/22/2024	Company Creation
	8/23/2024	Ledger creation
	8/24/2024	order processing
	8/29/2024	accounting vocher
	8/30/2024	memorandum voucher
	8/31/2024	inventory vouchers
1ST WEEK SEP	9/5/2024	multiple godown
	9/6/2024	transfer of material
	9/7/2024	bank reconciliation
2ND WEEK SEP	9/12/2024	Holiday
	9/13/2024	cost centre and cost category
	9/14/2024	bill of materials
3RD WEEK SEP	9/19/2024	budget and control
	9/20/2024	payroll accounting
	9/21/2024	tds
4TH WEEK SEP	9/26/2024	gst
	9/27/2024	gst
	9/28/2024	Revision
1ST WEEK OCT	10/3/2024	Revision
	10/4/2024	quiz
	10/5/2024	introduction to dbms package
2ND WEEK OCT	10/10/2024	Features and model of DBMS
	10/11/2024	Holiday
	10/12/2024	
3RD WEEK OCT	10/17/2024	
	10/18/2024	preparing ledgers, trail balance
	10/19/2024	Payroll accounting
4TH WEEK OCT	10/24/2024	view form 26AS
	10/25/2024	Holiday
	10/26/2024	
	10/31/2024	Revision
1ST WEEK NOV	11/1/2024	Holiday
	11/2/2024	concept of electronic spread sheet
	11/7/2024	Features offered by electronic spreadsheet
2ND WEEK NOV	11/8/2024	Features offered by electronic spreadsheet
	11/9/2024	Revision, Quiz
	11/14/2024	asset accounting
3RD WEEK NOV	11/15/2024	ratio analysis
	11/16/2024	Holiday

	11/21/2024	graph ,chart,diagrams
4TH WEEK DEC	11/22/2024	computerised accounting system
	11/23/2024	creating company
	11/28/2024	configure and feature setting
	11/29/2024	creating accounting voucher and group
	11/30/2024	creating stock item and groups
1ST WEEK DEC	12/5/2024	voucher entry
	12/6/2024	voucher entry
	12/7/2024	report:cash book, ledger, trail balance,P/L accounts
2nd WEEK DEC	12/12/2024	report:cash book, ledger, trail balance,P/L accounts
	12/13/2024	report:cash book, ledger, trail balance,P/L accounts
	12/14/2024	funds flow/cash flow
3RD WEEK DEC	12/19/2024	funds flow/cash flow
	12/20/2024	funds flow/cash flow
	12/21/2024	Revision,quiz
SIGNATURE OF THE FACULTY		