

Dr. AAPM
15/12

Name of the Faculty		Sushil Kumar (Theory)
Discipline		Office Management and Computer Application
Semester		4th
Subject		computer Based Accountancy
Lesson Plan Duration		15 Weeks (from January, 2018 to April, 2018)
Work Load(Lecture/Practical) per week (in Hours)		Lecture-00, Practical---06
Week	Practical	
	Lecture Day	Topic (including assignment/Test)
1st	1st	Introduction to E-Commerce
	2nd	Features of E-Commerce
	3rd	Importance
2nd	1st	Problems and on line business practice
	2nd	On line business practice
	3rd	Creation of Company
3rd	1st	Creation of Group of ledger
	2nd	Creation of ledger
	3rd	Voucher Entry(Receipt Voucher)
4th	1st	Voucher Entry(Receipt Voucher)
	2nd	Voucher Entry(Payment Voucher) and contra
	3rd	Voucher Entry(Payment Voucher) and contra
5th	1st	purchase vouchers
	2nd	purchase vouchers
	3rd	Sales vouchers
6th	1st	Sales vouchers
	2nd	journal vouchers
	3rd	journal vouchers
7th	1st	Revision
	2nd	Display of Trial Balance
	3rd	Display Cash/Bank Book
8th	1st	Display of Day Book and ledger Books
	2nd	Reports
	3rd	Trading Account and Profit and Loss Account, Balance Sheet
9th	1st	Trading Account and Profit and Loss Account, Balance Sheet
	2nd	Trading Account and Profit and Loss Account, Balance Sheet
	3rd	Trading Account and Profit and Loss Account, Balance Sheet

Receipt No. 1863/10
Dated 15-12-12

10th	1st	Trading Account and Profit and Loss Account, Balance Sheet
	2nd	Issue of Equity Share Capital
	3rd	Issue of Equity Share at par
11th	1st	Issue of Equity Share at premium
	2nd	Issue of Equity Share at discount
	3rd	Under Subscription of Shares
12th	1st	Over Subscription of Shares
	2nd	Revision
	3rd	Revision
13th	1st	Forfeiture of Shares
	2nd	Forfeiture of Shares
	3rd	Forfeiture of Shares
14th	1st	Preparation of Project
	2nd	Preparation of Project
	3rd	Preparation of Project
15th	1st	Preparation of Project
	2nd	Preparation of Project
	3rd	Preparation of Project