

SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : B.com Class : III-B.com Academic Year: 2016 - 2017 Semester : IV

Title of the Paper : Corporate Accounting

Subject Code : 11UCCO 54

Theory / Practical

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1.	17.6.16 B	I	Share - Introduction	17/6/16
2.	21.6.16 D	1	Issue of share.	21/6/16
3.	22.6.16 E	1	Share at Par, Premium, Dis.	C.L.
4.	23.6.16 F	1	calls in arrears	- Holiday -
5.	25.6.16 B	1	calls in advance.	25/6/16
6.	28.6.16 D	1	Forfeiture of shares.	C.L.
7.	29.6.16 E	1	Forfeiture of shares	29/6/16
8.	30.6.16 F	1	Re issue of shares.	30/6/16
9.	2.7.16 B	1	Pro rata allotment.	- Holiday -
10.	12.7.16 D	1	Redemption of Pre.sh.	12/7/16
11.	13.7.16 E	1	Issue of Bonus Shares.	C.L.
12.	14.7.16 F	1	Issue of bonus shares.	14/7/16
13.	16.7.16 B	2	Issue of debentures	16/7/16
14.	19.7.16 D	2	Redemption of debentures.	19/7/16
15.	20.7.16 E	2	Redemption of deb.	20/7/16

Text books :

1. Corporate Accounting - M.A. Arulandam.
2. K.S. Raman

Reference books :

1. Corporate Accounting Dr. M. Selva Kumar
2. Corporate Accounting Dr. M. Anbalagan - R. Patankar

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Company Account	Final Acc		2.8.16 15.9.16	5.8.16 23.9.16
Internal Test	3	I <sup>st</sup> Test Portions	II <sup>nd</sup> Test Portions	III <sup>rd</sup> Test Portions	25.7.16 31.8.16	1.8.16 9.9.16
		Unit	2,3	4,5	17.10.16	22.10.16

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	21.7.16 F	2	Sinking fund. Creation.	21/7/16
17	25.7.16 B	2	Sinking fund exercise.	25/7/16
18	27.7.16 D	2	Own Debentures.	27/7/16
19	28.7.16 E	2	Fixed interest and Com int.	28/7/16
20	29.7.16 F	2	Underwriting of shares.	29/7/16
21	1.8.16 B	2	Underwriting exercise.	1/8/16
22	3.8.16 D	2	Firm underwriting.	3/8/16
23	4.8.16 E	2	Partial underwriting.	4/8/16
24	5.8.16 F	2	Shares and debentures.	5/8/16
25	9.8.16 B	3	Profit Prior to incorporation.	C.C. 108
26	10.8.16 D	3	Profit Prior to after incorn.	11/8/16
27	12.8.16 E	3	Exercises Prior after incorn.	12/8/16
28	13.8.16 F	3	Exercise Prior after incorn.	13/8/16
29	18.8.16 B	3	Final Accounts. Introduction.	18/8/16
30	20.8.16 D	3	Final Accounts Exercise.	20/8/16
31	22.8.16 E	3	Final Accounts Exercise.	22/8/16
32	23.8.16 F	3	Valuation of Shares.	23/8/16
33	26.8.16 B	3	Valuation of Shares.	26/8/16
34	29.8.16 D	3	Valuation of Good will.	29/8/16
35	30.8.16 E	3	Valuation of Good will.	30/8/16
36	31.8.16 F	3	Valuation of Good will.	2/9/16
37	2.9.16 B	4	Amalgamation. - Introduction.	7/9/16
38	7.9.16 D	4	Amalgamation. Exercises.	8/9/16
39	8.9.16 E	4	Absorption.	8/9/16
40	9.9.16 F	4	Internal Reconstruction.	9/9/16

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
41.	16.9.16 B	4	External Reconstruction.	16/9/16
42.	19.9.16 D	4	External Reconstruction.	19/9/16
43.	20.9.16 E	4	Purchase Consideration.	20/9/16
44.	21.9.16 F	4	Calculation of Pur. Cons.	21/9/16
45.	23.9.16 B	4	Exercises Pur. Consideration.	23/9/16
46.	27.9.16 D	4	Accounting Treatment.	27/9/16
47.	28.9.16 E	4	Exercises.	28/9/16
48.	29.9.16 F	4	Exercises.	29/9/16
49.	3.10.16 B	5	Allotment of Sh. Capital.	3/10/16
50.	5.10.16 D	5	Allotment of Sh. Capital.	5/10/16
51.	6.10.16 E	5	Internal Reconstruction.	6/10/16
52.	7.10.16 F	5	Internal Reconstruction.	7/10/16
53.	14.10.16 B	5	Accounting entries.	14/10/16
54.	18.10.16 D	5	Liquidation. meaning.	18/10/16
55.	19.10.16 E	5	Types of liquidator's.	19/10/16
56.	20.10.16 F	5	liquidator's final statement	20/10/16
57.	22.10.16 B	5	liquidator's final statement.	22/10/16
58.	25.10.16 D	5	Exercises	25/10/16
59.	26.10.16 E	5	Exercises.	26/10/16
60.	31.10.16 F	5	Revision.	31/10/16

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**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI - 627 011.**  
**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Course : M. A (History) Class : II M. A (His) Academic Year: 2016 - 2017 Semester : III

Title of the Paper : Human Resource Management Subject Code : 15PCON35

Theory / Practical

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	17.6.2016 <sup>B</sup>	1	Meaning and Definition of HRM	17.6.16
2	20.6.2016 <sup>C</sup>	1	Nature of HRM	20.6.16
3	25.6.2016 <sup>B</sup>	1	Objectives of HRM	11.7.16
4	27.6.2016 <sup>C</sup>	1	Functions of HRM	18.7.16
5	02.7.2016 <sup>B</sup>	1	Functions of HRM	18.7.16
6	11.7.2016 <sup>C</sup>	1	scope of HRM	26.7.16
7	16.7.2016 <sup>B</sup>	1	Scope of HRM	26.7.16
8	18.7.2016 <sup>C</sup>	1	Organisation of HR Department	1.08.16
9	25.7.2016 <sup>B</sup>	1	Organisation of HR Department	1.08.16
10	26.7.2016 <sup>C</sup>	1	Role of HR Manager	2.08.16
11	01.8.2016 <sup>B</sup>	1	Environment of HRM - Intro	2.08.16
12	02.8.2016 <sup>C</sup>	1	Internal Forces	9.08.16
13	09.8.2016 <sup>B</sup>	1	Internal Forces	9.08.16
14	10.8.2016 <sup>C</sup>	1	External Forces	10.08.16
15	18.8.2016 <sup>B</sup>	1	External Forces	10.08.16

Text books :

Reference books :

1. K. Aswathappa - Human Resource and Personnel Management.

2.

2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	3	Bhopal Gas Tragedy			27.07.2016	11.07.2016
Internal Test		I <sup>st</sup> Test Portions	II <sup>nd</sup> Test Portions	III <sup>rd</sup> Test Portions		
		I <sup>st</sup> Unit - 1/2				
		II Unit - 1/2				
		III Unit - 1/2				

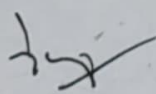
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**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	19.8.2016	3	Nature of training and development	19.8.16
17	26.8.2016	3	Importance of training	19.8.16
18	27.8.2016	3	Training Proccers	26.8.16
19	02.9.2016	3	Performance Appraisal - Meaning and Objectives	27.8.16
20	06.9.2016	3	Appraisal Proccers	02.09.16
21	16.9.2016	3	Job evaluation - scope and proccers	06.9.16
22	17.7.2016	3	Job Evaluation - Methods	16.9.16
23	23.9.2016	3	Employee Remuneration - Intro	17.7.16
24	26.9.2016	3	" - Components	23.9.16
25	03.10.2016	3	" - Importance	26.9.16
26	04.10.2016	3	Incentive Payments	03.10.16
27	14.10.2016	3	Incentive Payments.	04.10.16
28	17.10.2016		Revision	14, 17.10.16
29	22.10.2016		Revision	22.10.16
30	24.10.2016		Revision:	24.10.16



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LESSON PLAN AND RECORD OF CLASSES ENGAGED

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	16.06.2016 <sup>A</sup>	2	Human Resource Planning - Introduction	23-6-16
2	23.06.2016 <sup>F</sup>	2	Meaning and definition	23-6-16
3	24.06.2016 <sup>A</sup>	2	Importance of HRP	24-6-16
4	30.06.2016 <sup>F</sup>	2	Importance of HRP	30-6-16
5	01.07.2016 <sup>A</sup>	2	Factors affecting HRP	1-7-16
6	15.07.2016 <sup>F</sup>	2	Factors affecting HRP	15-7-16
7	15.07.2016 <sup>A</sup>	2	The Planning Process	16-7-16
8	21.07.2016 <sup>F</sup>	2	The Planning Process	21-7-16
9	22.07.2016 <sup>A</sup>	2	Requisites for Successful HRP	22-7-16
10	29.07.2016 <sup>F</sup>	2	"	29-7-16
11	30.07.2016 <sup>A</sup>	2	Job Analysis - Meaning and definition	29-7-16
12	05.08.2016 <sup>F</sup>	2	Job Analysis - Process	5-8-16
13	08.08.2016 <sup>A</sup>	2	Recruitment - Meaning	8-8-16
14	09.08.2016 <sup>F</sup>	2	Recruitment - Importance	13-8-16
15	07.08.2016 <sup>A</sup>	2	Recruitment - Process	17-8-16
16	23.08.2016 <sup>F</sup>	2	"	23-08-16
17	24.08.2016 <sup>A</sup>	2	"	24-08-16
18	31.08.2016 <sup>F</sup>	2	Selection - meaning and definition	31.08.16
19	01.09.2016 <sup>A</sup>	2	Role of selection	1.9.16
20	09.09.2016 <sup>F</sup>	2	Role of selection	9.9.16
21	15.09.2016 <sup>A</sup>	2	Selection Process	15.9.16
22	21.09.2016 <sup>F</sup>	2	Selection Process	21.9.16
23	22.09.2016 <sup>A</sup>	2	Selection Process	22.9.16
24	29.09.2016 <sup>F</sup>	5	Industrial Relations - Dispute	29.9.16
25	30.09.2016 <sup>A</sup>	5	Causes of disputes	30.9.16

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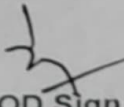
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**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	21.6.16 <sup>D</sup>	4	Employee Welfare - Meaning and definition	21.6.16
2	22.6.16 <sup>E</sup>	4	Types of welfare activities	22.6.16
3	28.6.16 <sup>D</sup>	4	"	28.6.16
4	29.6.16 <sup>E</sup>	4	Merits of Employee Welfare	29.6.16
5	12.7.16 <sup>D</sup>	4	Demerits of employee Welfare	12.7.16
6	13.7.16 <sup>E</sup>	4	Approaches to Labours Welfare	13.7.16
7	19.7.16 <sup>D</sup>	4	Approaches to Labours Welfare	13.7.16
8	20.7.16 <sup>E</sup>	4	Safety - meaning and definition	20.7.16
9	27.7.16 <sup>D</sup>	4	Types of accidents	27.7.16
10	28.7.16 <sup>E</sup>	4	Types of accidents	28.7.16
11	03.8.16 <sup>D</sup>	4	Need for safety	03.08.16
12	04.08.16 <sup>E</sup>	4	Safety programme	04.08.16
13	11.08.16 <sup>D</sup>	4	Health - Meaning	11.08.16
14	12.08.16 <sup>E</sup>	4	Noise control	12.08.16
15	20.08.16 <sup>D</sup>	4	Revision.	20.08.16
16	22.08.16 <sup>E</sup>	5	Industrial Relation - Meaning and Nature	29.8.16
17	29.08.16 <sup>D</sup>	5	Importance of IR	30.8.16
18	30.08.16 <sup>E</sup>	5	Approaches to IR	07.09.16
19	07.09.16 <sup>D</sup>	5	"	08.9.16
20	08.09.16 <sup>E</sup>	5	IR strategy	19.9.16
21	19.09.16 <sup>D</sup>	5	Trade Unions - Meaning and definition	19.9.16
22	20.09.16 <sup>E</sup>	5	Nature of Trade Union	20.9.16
23	27.09.16 <sup>D</sup>	5	Disputes and Resolution	27.9.16
24	28.09.16 <sup>E</sup>	5	Nature of disputes	28.9.16
25	05.10.16 <sup>D</sup>	5	Nature of disputes	5.10.16

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Sl.No.	Date & Order	Unit	Topics planned	Covered on
26	06-10-16 <sup>E</sup>	5	Causes of disputes	06.10.16
27	18-10-16 <sup>D</sup>	5	Causes of disputes	18.10.16
28	19-10-16 <sup>E</sup>	5	Revision	19.10.16
29	25-10-16 <sup>D</sup>	5	Revision	25.10.16
30	26-10-16 <sup>E</sup>	5	Revision	26.10.16

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Rahmath Nagar, Tirunelveli - 627 011.

## LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course: B.Com

Class: I year

Academic year: 2016-2017 Semester: II

Title of the paper: FINANCIAL ACCOUNTING

Subject code: 15UCOC21

Theory/Practical

Name of the Teacher: A.I.SHAKUL HAMEED

S.No	Date & Order	Unit	Topics planned	Covered on
1	06-12-2016 & A	I	Financial Accounts introduction	6-12-16
2	07-12-2016 & B	I	Branches of Accounting	6-12-16
3	08-12-2016 & C	I	Accounts of non-trading concerns	7-12-16
4	09-12-2016 & D	I	Accounts of non-trading concerns	8-12-16
5	15-12-2016 & F	I	Differences between Receipts & Payments a/c and Income & Expenditure a/c	09-12-16
6	16-12-2016 & A	I	Differences between Receipts & Payments a/c and Income & Expenditure a/c	15-12-16
7	19-12-2016 & B	I	Problems - Income & Expenditure a/c	16-12-16
8	20-12-2016 & C	I	Problems - Income & Expenditure a/c	19-12-16
9	21-12-2016 & D	I	Problems - Income & Expenditure a/c	20-12-16
10	27-12-2016 & F	I	Problems- Balance sheet	21-12-16
11	28-12-2016 & A	I	Problems- Balance sheet	27-12-16
12	29-12-2016 & B	I	Problems- Balance sheet	28-12-16
13	30-12-2016 & C	I	Capital and Revenue expenditure	20-12-16
14	31-12-2016 & D	I	Capital and Revenue expenditure	31-12-16
15	03-01-2017 & F	I	Capital and Revenue expenditure	03-1-2017

Text books:

1. Advanced Accountancy - R.L.Gupta

2. Advanced Accountancy - M.A.Arulanandam

Reference books:

1. Advanced Accountancy - M.C.Shukla

2. Advanced Accountancy - S.P.Gupta

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	Theory	Problem		6-1-2017	30-1-17
Internal Test		I Test portions 1- full 2nd 1/2 half	II Test portions 2nd half 3rd half	III test portions 4 & 5		

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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

S.No	Date & Order	Unit	Topics planned	Covered on
16	04-01-2017 & A	II	Consignment and sales - meaning	4-1-17
17	05-01-2017 & B	II	Differences between consignment & sales	4-1-17
18	06-01-2017 & C	II	Differences between consignment & sales	5-1-17
19	09-01-2017 & D	II	Consignment a/c- Problems	06-1-17
20	11-01-2017 & F	II	Consignment a/c- Problems	11-1-17
21	17-01-2017 & A	II	Consignment a/c- Problems	17-1-17
22	18-01-2017 & B	II	Consignment a/c- Problems	17-1-17
23	19-01-2017 & C	II	Valuation of unsold stocks - Problems	20-1-17
24	20-01-2017 & D	II	Valuation of unsold stocks - Problems	24-1-17
25	24-01-2017 & F	II	Valuation of unsold stocks - Problems	24-1-17
26	25-01-2017 & A	II	Calculation of losses - Problems	25-1-17
27	30-01-2017 & B	II	Calculation of losses - Problems	30-1-17
28	31-01-2017 & C	II	Differences - consignment & joint venture	31-1-17
29	01-02-2017 & D	II	Differences - consignment & joint venture	1-2-17
30	03-02-2017 & F	II	Invoice price model - Problems	3-2-17
31	06-02-2017 & A	III	Self-Balancing introduction	6-2-17
32	07-02-2017 & B	III	Self-Balancing methods	7-2-17
33	08-02-2017 & C	III	Self-Balancing methods	8-2-17
34	09-02-2017 & D	III	Self-Balancing advantages	9-2-17
35	11-02-2017 & F	III	Sectional Balancing Vs Self Balancing	11-2-17
36	13-02-2017 & A	III	Ledger adjustment a/c- Problems	13-2-17
37	14-02-2017 & B	III	Ledger adjustment a/c- Problems	13-2-17
38	15-02-2017 & C	III	Ledger adjustment a/c- Problems	15-2-17
39	16-02-2017 & D	III	Ledger adjustment a/c- Problems	16-2-17
40	20-02-2017 & F	III	Single entry Vs Double entry	20-2-17

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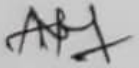
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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

S.No	Date & Order	Unit	Topics planned	Covered on
41	21-02-2017 & A	III	Single entry Vs Double entry	21-2-17
42	22-02-2017 & B	III	Defects of Single entry	22-2-17
43	23-02-2017 & C	III	Statement of Affairs -Problems	23-2-17
44	24-02-2017 & D	III	Statement of Affairs -Problems	24-2-17
45	28-02-2017 & F	III	Conversion method	28-2-17
46	01-03-2017 & A	IV	Depreciation introduction	1-3-17
47	02-03-2017 & B	IV	Depreciation introduction	2-3-17
48	03-03-2017 & C	IV	Needs of Depreciation	3-3-17
49	06-03-2017 & D	IV	Causes of Depreciation	6-3-17
50	08-03-2017 & F	IV	Methods of Depreciation	9-3-17
51	09-03-2017 & A	IV	Methods of Depreciation	10-3-17
52	10-03-2017 & B	IV	Methods of Depreciation	11-3-17
53	11-03-2017 & C	IV	Straight line method - Problems	13-3-17
54	13-03-2017 & D	IV	Straight line method - Problems	15-3-17
55	15-03-2017 & F	IV	Diminishing balance method- Problems	16-3-17
56	16-03-2017 & A	IV	Diminishing balance method- Problems	17-3-17
57	17-03-2017 & B	IV	Sinking fund method - Problems	20-3-17
58	20-03-2017 & C	IV	Sinking fund method - Problems	21-3-17
59	21-03-2017 & D	IV	Annuity method - Problems	23-3-17
60	23-03-2017 & F	IV	Annuity method - Problems	24-3-17
61	24-03-2017 & A	V	Insurance introduction	27-3-17
62	27-03-2017 & B	V	Insurance introduction including types	27-3-17
63	28-03-2017 & C	V	Memorandum Trading Account- intro	28-3-17
64	30-03-2017 & D	V	Memorandum Trading Account- Problems	30-3-17
65	03-04-2017 & F	V	Memorandum Trading Account- Problems	3-4-17

  
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## LESSON PLAN AND RECORD OF CLASSES ENGAGED

S.No	Date & Order	Unit	Topics planned	Covered on
66	04-04-2017 & A	V	Loss of stock policy - introduction	4-4-17
67	05-04-2017 & B	V	Loss of stock policy - Problems	5-4-17
68	06-04-2017 & C	V	Average clause introduction	6-4-17
69	07-04-2017 & D	V	Average clause - Problems	7-4-17
70	11-04-2017 & F	V	Average clause - Problems	11-4-17
71	12-04-2017 & A	V	Loss of profit or Consequential loss policy	12-4-17
72	13-04-2017 & B	V	Loss of profit - Problems	13-4-17
73	18-04-2017 & C	V	Loss of profit - Problems	18-4-17
74	19-04-2017 & D	V	Loss of profit - Problems	19-4-17
75	21-04-2017 & F	All	Revision	21-4-17

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LESSON PLAN & RECORD OF CLASSES ENGAGED

COURSE : M.com Academic year : 2016-2017 Class : I Semester : I  
 Title of the paper : Organisational Behavior Subject Code : ISPL0013  
 Theory / Practical

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
1	16-6-16 A	I	Organisational Behaviour	13/7/16
2	17/6/16 B		Definition	13/7/16
3	20/6/16 C		meaning	13/7/16
4	21/6/16 D		fundamental concepts	14/7/16
5	22/6/16 E		fundamental concepts	14/7/16
6	23/6/16 F		Scope	14/7/16
7	24/6/16 G		Need for studying OR	15/7/16
8	25/6/16 H		Contributory discipline	15/7/16
9	27/6/16 I		Contributory discipline	16/7/16
10	28/6/16 J		models of OB	16/7/16
11	29/6/16 K		models of OB	18/7/16
12	30/6/16 L		models of OB	18/7/16
13	1/7/16 A		Autocratic model	20/7/16
14	2/7/16 B		Custodial model	20/7/16
15	11/7/16 C		Supportive model	21/7/16
16	12/7/16 D		Collegial model	21/7/16

Prescribed Books : Organisational Behaviour Aswathappa Reference Books : Organisational Behaviour - Stephen P. Robbins

Activity	Total Number	Topic 1	Topic 2	Planned Date	Actual Date
Assignment	2	models of OB	motivation	21.7.16 8.8.16	21.7.16 9.8.16
Internal Test	2	1 <sup>st</sup> Test Portion :	2 <sup>nd</sup> Test Portion :		
		I R II	III IV V		

Note : Add separate sheets, if Guest Lectures, Seminars etc., are planned

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Theory / Practical			Topics Planned	Topics Covered with date
Sl. No.	Date & Order	Unit		
17	13/7/16	I	major factors	21/7/16
18	14/7/16		Revision	22/7/16
19	15/7/16	II	personality	22/7/16
20	16/7/16		meaning, definition	25/7/16
21	18/7/16		Determinants of personality	25/7/16
22	19/7/16		perception	27/7/16
23	20/7/16		perception process	28/7/16
24	21/7/16		factors affecting perception	29/7/16
25	22/7/16		motivation	29/7/16
26	25/7/16		Importance of motivation	2/8/16
27	26/7/16		Theories of motivation	3/8/16
28	27/7/16		Need hierarchy Theory	4/8/16
29	28/7/16		X & Y Theory	4/8/16
30	29/7/16		Two factors theory	5/8/16
31	30/7/16		victor vrooms theory	5/8/16
32	1/8/16		<del>Benjamin</del> Maslow	8/8/16
33	2/8/16	III	hierarchy Theory	8/8/16
34	3/8/16		Reasons of demotivation	9/8/16
35	4/8/16		remedies taken	9/8/16
36	5/8/16		Revision	10/8/16
37	9/8/16	IV	Group Dynamics	10/8/16

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Practical		Topics Planned	Topics Covered with date
Date & Order	Unit		
10/8/16		definition	11/8/16
11/8/16		Characteristics of group	12/8/16
12/8/16		why do people join group	13/8/16
13/8/16		Types of group	17/8/16
17/8/16		Types of Group	18/8/16
18/8/16		Group dynamics	19/8/16
19/8/16		Group development	20/8/16
20/8/16		Stages	22/8/16
22/8/16		Factors leading Group development	23/8/16
23/8/16		Leadership	24/8/16
24/8/16		Concepts	26/8/16
26/8/16		Leadership Styles	27/8/16
27/8/16	IM	Theories	29/8/16
29/8/16		Trait Theory	30/8/16
30/8/16		Behavioral Theory	31/8/16
31/8/16		Situational Theory	2/9/16
2/9/16		managerial Grid	6/9/16
6/9/16	II	Organisational conflict	7/9/16
7/9/16		levels	8/9/16
8/9/16		types	9/9/16
9/9/16		functional conflict	9/9/16

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**SADAKATHULLAH APPA COLLEGE, TIRUNELVELI - 627 011**

Theory / Practical

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
59	15/9/16		dysfunctional aspects	15/9/16
60	16/9/16		of orgn conflict	15/9/16
61	17/9/16		Traditional	15/9/16
62	19/9/16		modern approaches	16/9/16
63	20/9/16		Conflict management	17/9/16
64	21/9/16		Conflict management	19/9/16
65	22/9/16		Communication	20/9/16
66	23/9/16		Communication	20/9/16
67	26/9/16		Interpersonal commn	21/9/16
68	29/9/16		Intrapersonal commn	23/9/16
69	29/9/16		organisational communication	26/9/16
70	29/9/16		organisational communication	26/9/16
71	30/9/16		revision	29/9/16
72	5/10/16		revision	29/9/16
73	8/10/16	✓	organisational change	30/9/16
74	10/10/16		organisational change	30/9/16
75	13/10/16		organisational development	5/10/16
76	14/10/16		Development-	6/10/16
77	17/10/16		Need for change	7/10/16
78	18/10/16		Levels of change	13/10/16
79	19/10/16		Types of change	17/10/16
				19/10/16

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Theory / Practical

Sl. No.	Date & Order	Unit	Topics Planned	Topics Covered with date
80	19/10/16		Resistance to change	19/10/16
81	20/10/16		Managing Resistance to change	19/10/16
82	20/10/16		Managing Resistance to change	20/10/16
83	21/10/16		Organisational development	20/10/16
84	21/10/16		meaning	21/10/16
85	22/10/16		Characteristics	22/10/16
86	23/10/16		Objective of organisational change	23/10/16
87	24/10/16		Need & Importance	24/10/16
88	25/10/16		Revision	25/10/16
89	26/10/16		Revision	26/10/16
90	31/10/16		Revision	31/10/16

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SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI - 627 011.

LESSON PLAN AND RECORD OF CLASSES ENGAGED

Course : M. Com

Class : II yr

Academic Year: 2016 - 2017 Semester : III

Title of the Paper : office Automation

Subject Code : 15PCOC32

Theory / Practical

Sl.No.	Date & Order	Unit	Topics planned	Covered on
1	16.6.16 A	I	Introducing Word 2007	16.6.16
2	17.6.16 B	I	Creating and Saving docs	17.6.16
3	20.6.16 C	I	Typing and Editing Text	20.6.16
4	21.6.16 D	I	Using Spelling, Grammar and tools	21.6.16
5	22.6.16 E	I	Printing and faxing docs	22.6.16
6	23.6.16 F	I	Applying character formatting	23.6.16
7	24.6.16 A	I	Formating paragraphs and lists	24.6.16
8	25.6.16 B	I	Creating and Applying styles	25.6.16
9	27.6.16 C	I	Formating Docs	27.6.16
10	28.6.16 D	I	Formating Docs	28.6.16
11	29.6.16 E	I	Formating Docs	29.6.16
12	30.6.16 F	I	Formating Sections	30.6.16
13	1.7.16 A	I	Formating Sections	1.7.16
14	2.7.16 B	I	Formating Sections	2.7.16
15	11.7.16 C	I	Using and creating Proj. Temp	11.7.16

Text books :

1. MS office 2007 - Ed Bott and Woody

2.

Reference books :

1.

2.

Activity	Total Number	Topic I	Topic II	Topic III	Planned Date	Actual Date
Assignment	2	E-Assignments				
Internal Test	3	I <sup>st</sup> Test Portions	II <sup>nd</sup> Test Portions	III <sup>rd</sup> Test Portions		
		1-2	2-3	4-5		

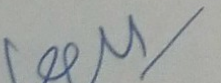
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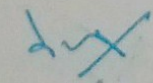
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**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI - 627 011**  
**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Sl.No.	Date & Order	Unit	Topics planned	Covered on
16	12.7.16 D	I	Working with Nonstd layout	18.7.16
17	13.7.16 E	I	Non std layouts	18.7.16
18	14.7.16 F	I	Revision	19.7.16
19	15.7.16 A	II	Creating and Formatting Tables	19.7.16
20	16.7.16 B	II	Working with Photos	19.7.16
21	18.7.16 C	II	" " clip Art and org	20.7.16
22	19.7.16 D	II	" " Drawings & Windows	21.7.16
23	20.7.16 E	II	" " Charts	22.7.16
24	21.7.16 F	II	" " Smart Art	22.7.16
25	22.7.16 A	II	" " Math formula.	25.7.16
26	25.7.16 B	II	" " Charts	25.7.16
27	26.7.16 C	II	" " Header and footer	26.7.16
28	27.7.16 D	II	Performing Mailmerge	27.7.16
29	28.7.16 E	II	Performing Mailmerge	28.7.16
30	29.7.16 A	II	Copying, linking and Embedding art	29.7.16
31	30.7.16 A	II	Citing sources and references	30.7.16
32	1.8.16 B	II	Protecting and Securing Docs	1.8.16
33	2.8.16 C	II	Macros	2.8.16
34	3.8.16 D	II	Macros	3.8.16
35	4.8.16 E	II	Case study	4.8.16
36	5.8.16 F	II	Case study	5.8.16
37	8.8.16 A	III	Introducing Excel 2007	8.8.16
38	9.8.16 B	III	Working with Worksheets & books	9.8.16
39	10.8.16 C	III	Controlling Data Entry with	10.8.16
40	11.8.16 D	III	Auto Complete Options Automating files	11.8.16

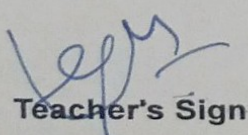
  
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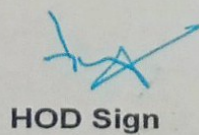
  
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**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Sl.No.	Date & Order	Unit	Topics planned	Covered on
41	12.8.16 E	III	Finding, Replacing and <sup>Transferring</sup> Data	12.8.16
42	13.8.16 F	III	Customizing the Worksheet window	13.8.16
43	17.8.16 A	III	Hiding Rows and columns	17.8.16
44	18.8.16 B	III	Using the zoom controls	18.8.16
45	19.8.16 C	III	Locking Rows and column labels	19.8.16
46	20.8.16 D	III	Splitting the Worksheet	20.8.16
47	22.8.16 E	III	" " " window	
48	23.8.16 F	III	Data Validation	
49	24.8.16 A	III	" "	
50	26.8.16 B	III	" "	
51	27.8.16 C	III	Printing Worksheets	
52	29.8.16 D	III	" "	
53	30.8.16 E	III	" "	
54	31.8.16 F	III	Revision	
55	1.9.16 A	IV	Entering Data in Excel	
56	2.9.16 B	IV	changing Formatting a cell	
57	6.9.16 C	IV	" " " "	
58	7.9.16 D	IV	Designing and formatting ?	
59	8.9.16 E	IV	Worksheet for maximum readability	
60	9.9.16 F	IV	Using Conditional Formatting ?	
61	15.9.16 A	IV	to identify key value Entry formula	
62	16.9.16 B	IV	Using Range Names and Labels	
63	17.9.16 C	IV	Formulas	
64	19.9.16 D	IV	Manipulating Data with worksheet ?	
65	20.9.16 E	IV	functions	

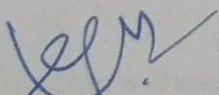
  
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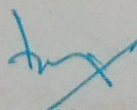
  
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**SADAKATHULLAH APPA COLLEGE (AUTONOMOUS), TIRUNELVELI - 627 011.**  
**LESSON PLAN AND RECORD OF CLASSES ENGAGED**

Sl.No.	Date & Order	Unit	Topics planned	Covered on
66	21.9.16 F	IV	Organising Data with Tables	
67	22.9.16 A	IV	Pivot tables	
68	23.9.16 B	IV	Creating and editing charts	
69	26.9.16 C	IV	Creating and Editing Charts	
70	27.9.16 D	IV	Case study	
71	28.9.16 E	IV	Case study	
72	29.9.16 F	IV	Revision	
73	30.9.16 A	V	Introducing Powerpoint 2007	
74	3.10.16 B	V	Create a presentation	
75	4.10.16 C	V	Create a Presentation	
76	5.10.16 D	V	Editing the presentation outline	
77	6.10.16 E	V	changing a slide layout	
78	7.10.16 F	V	Editing slides	
79	13.10.16 A	V	Editing slides	
80	14.10.16 B	V	Viewing a Presentation.	
81	17.10.16 C	V	viewing a Presentation.	
82	18.10.16 D	V	Managing Slide Shows	
83	19.10.16 E	V	Managing Slide Shows	
84	20.10.16 F	V	Advanced Presentation Formatting	
85	21.10.16 A	V	" " "	
86	22.10.16 B	V	Adding: graphics, Multimedia, effect	
87	24.10.16 C	V	Planning and Delivering a presentation.	
88	25.10.16 D	V	Case study	
89	26.10.16 E	V	Case study	
90	31.10.16 F	V	Revision.	

  
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