Baba Fatheh Singh Ji GOVT. College ,Assandh, Karnal

Lesson Plan. Session 2023-24

Department of   Commerce

Name of Assistant Professor   -   Heena

Class –   B.com II(IV Sem)

Subject – Computerised Accounting System

Months	Week	Topics
January	1st (02/01/24) to (06/01/24)	Introduction:Installation of Tally.ERP9,Tally Vault Password
	2nd (08/01/24) to (13/01/24)	Security Control, Accounting Vouchers
	3rd (15/01/24) to (20/01/24)	Spliting Company Data, Backup, Restore
	4th (21/01/24) to (27/01/24)	Practice on Computer
	5th (29/01/24) to (31/01/24)	Practice on Computer Class Test
February	1st (01/02/24) to (03/02/24)	Voucher Entry Budget

	2nd **(05/02/24) to (10/02/24)**	**Cost Center, Balance Sheet, Profit and Loss Account**
	3rd **(12/02/24) to (17/02/24)**	**Debit Note, Credit Note**
	4th **(19/02/24) to (24/02/24)**	**Interest Calculations** **Assignment 1 Taken**
	5th **(26/02/24) to (29/02/24)**	**Multicurrency**
March	**1st** **(01/03/24) to (02/03/24)**	**Stock items: Stock Categories, Stock Items, UOM**
	2nd **(04/03/24) to (09/03/24)**	**Inventory Vouchers, Purchase order, Sale Order**
	3rd **(11/03/24) to (16/3/24)**	**TDS**
	4th **(18/03/24) to (23/03)24)**	**Practice** **Class Test**
	5th **(25/03/24) to (30/03/24)**	**Holi vacations** **(23/03/24 to 30/03/24)**

April	1st	GST
	(01/04/24) to (06/04/24)	Practice
	2nd	Salary Accounting: Introduction to Payroll
	(08/04/24) to (13/04/24)	Payroll Masters
	3rd	Payroll Vouchers
	(15/04/24) to (20/04/24)	Assessment Test
	4th	Overtime, Gratuity
	(22/04/24) to (27/04/24)	
	5th	Payroll
	(29/04/24) to (30/04/24)	Revision