

Lesson Plans

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Semester 1)
Session – (2022-23)

Name of the Teacher: Dr. Vandita Kapoor

Department: Commerce

Class: BBA 1st Sem Subject: BBA 105: FINANCIAL ACCOUNTING

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1	25 th Aug	10 th Sept	Meaning and Uses of Accounting Information: Objectives and Nature of Accounting, Definition and Functions of Accounting, Book Keeping and Accounting, Interrelationship of Accounting with other Disciplines, Branches of Accounting, Limitations of Accounting.	Lecture method and Discussion with practicals.
2	11 th Sept	20 th Sept	Accounting Equation. Accounting Principles, Accounting Concepts and Conventions, Accounting cycle, Journals, Ledger, and Trial Balance. Depreciation Provisions and Reserves: Methods, Types.	Lectures, Tests, and practice of Numericals.
3	21 st Sept	10 th Oct	Accounting for Final Accounts: Trading, Profit and Loss Account and Balance Sheet of a Sole Proprietary Concern. Accounting for Issue and Forfeiture of Shares, Reissue of Shares, Employee Stock Option Plan, Right Issue and Bonus Shares.	Lectures and practice of Numericals.
6.	11 th Oct	10 th Nov	Accounting for Issue and Redemption of Debenture, Final Accounts of Companies	Lectures and practice of Numericals.

7.	11 th Nov	27 th Nov	Revision and Presentations, Assignments Submission.	Power Point Presentations by students.
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Name of the Teacher: Dr. Kanika Sofat

Department: Commerce

Class: BBA 1st Sem Subject: BBA 102: ORGANIZATIONAL BEHAVIOUR

S. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	26 th Aug	30 th Aug	Introduction: The Concept of Behaviour in Organizations, Significance of Organisational Behaviour; Models, Emerging Trends: Globalisation, The Changing Workforce, Employment Relationship; Informational Technology and Organisational Behaviour.	Lecture Method, Online Sources, Group Discussion
2.	1st Sept	30 st Sept	Individual Behavior and Interpersonal Behavior: The Factors Affecting Individual Behavior, Models of Individual Behavior, Transactional Analysis in Interpersonal Behavior. Perception: Perceptual Process; Error in Perception; Improving Perception. Personality in Organization: Determinants of Personality; Theories of Personality-Myers-Briggs Types- Indicator (MBTI).	Lecture Method, Online Sources, Group Discussion, PPT s

3.	1st Oct	15 th Oct	Workforce Emotions, Attitude and Organisational Commitment, Types of Emotions; Managing Emotions; The Five Dimensions of Emotional Intelligence; Components of Attitude; Cognitive Dissonance Theory of Attitude; Building Organisational Commitment.	Discussion Method, Online Sources, Case Studies, PPT, Assignments.
4.	15st Oct	31 th Oct	Motivation: Foundations of Employees Motivation; Content Theories of Motivation –Maslow, Herzberg, Mc Gregor and Mc Cleland. Work Team and Conflict: Stages of Team Development; Team Norms. Team Cohesiveness; Social Loafing, Conflict: Types; Sources of Conflict; Resolving conflict.	
4.	1st Nov	27 th Nov	Organisational Culture and Stress: Components of Culture; Strategies to Merge Different Culture; Strengthening Organisational Culture. Stress- Causes of Stress; Consequences; Stress Management Strategies. Organisational Change: Forces for Change; Resistance to Change; Overcoming Resistance to Change, Revision of the entire syllabus	Discussion Method, Online Sources, Case Studies, PPT, Revision Test

Name of the Teacher: Ms. Smriti Nayyar

Department: Commerce

Class: BBA 1st Sem Subject: BBA 104: MANAGEMENT CONCEPTS & PRACTICES

Sr. No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	25 th Aug	30 Sept	Introduction: Concept of Management, Process, Principles, Levels, Functions and Significance of Management, Management Vs. Administration, Role of Managers. Evolution of Management Thought: Classical, Neo-Classical Theory, Behavioral Sciences, Approach, Quantitative, Systems and Contingency Approach, Modern Management Thought (Likert, Drucker, Porter, Prahalad).	Lectures, Power Point Presentations, Group Discussion.
2.	1 st Oct	20 th Oct	Concept, Process and Significance, Types, Relationship between Planning and Controlling. Decision Making; Concept, Types and Process, Effective Decision, Rationality in Decision Making, MBO. Organization: Concept, Process and Significance, Principles, Organization Design and Classical Theory, Departmentation, Bases, Span of Control (Classical Theory and Situational Approach), Delegation of Authority, Principles, Centralization and Decentralization, Line and Staff Organization.	Lectures, Power Point Presentations, Group Discussion.

3.	21 st Oct	5 th Nov	Direction and Motivation: Concept, Principles, Effective Supervision, Techniques. Leadership: Concept, Difference between Leadership & Management, Theories of Leadership (Trait Theory, Behavioral Theory, Managerial Grid), Situational Theory, Contemporary Issues in Leadership (Transformational, Transaction, Charismatic and Visionary Leadership).	Lectures, Power Point Presentations, Group Discussion.
4.	7 th Nov	27 th Nov	Coordination: Concepts, Importance, Internal – External Coordination. Control: Concept, Steps, Types of Controlling, Techniques of Controlling. Management in Perspective (A Brief Overview) Management of Strategic Change, Knowledge Management, Learning Organization, Managing Diversity.	Lectures, Power Point Presentations, Group Discussion.