**LESSON PLAN OFFICE PRACTICE B.COM III OMSP ( VOCATIONAL)BC(VOC) 505.**

**JULY WEEEK III** - Office stationary: types of papers and envelopes control of consumption of papers, ink/toners/cartridge, typewriting ribbons, carbon papers, pins.

**WEEK IV** - clips, erasers etc. issue thereof, stock and stock record.

**AUGUST WEEK I** - Meeting: notice, agenda, physical facilities, quorum.

**WEEK II-** providing secretarial assistance.

**Week III**- Using information: working knowledge of making use of information from different sources- telephone directory.

**WEEK IV** – Post office guide.

**SEPTEMBER WEEK I**- railway time table

**WEEK II** - teleprinter.

**WEEK III** – telex.

**WEEK IV** – facsimile

**OCTOBER WEEK I** - telegraphy, Making travel arrangement.

**WEEK II** - preparing tour programme, railway and air reservation booking.

**WEEKK III** - hotel accommodation, preparing TA bills.

**WEEK IV** - fitting of form for tour advance.

**NOVEMBER WEEK I** – Revision

**LESSON PLAN**

**B.COM II BC (Voc)-306 PERSONAL SELLING AND SALESMANSHIP-I**

**JULY WEEK III** - Personal selling: nature and importance.

**WEEK IV** - door-to-door selling, selling situations where personal selling is more effective than advertising

**AUGUST WEEK I** - cost of advertising vs. cost of personal selling.

**WEEK II** - AIDA model of selling;

**WEEK III** - types of selling situations

**WEEK IV** - types of sales persons.

**SEPTEMBER WEEK I** - Buying motives,

**WEEK II** - types of markets,

**WEEK III** - consumer market

**WEEK IV** - industrial markets

**OCTOBER WEEK I** - their characteristics and implications for the selling function.

**WEEK II** - Process of effective selling

**WEEK III** - prospecting, pre-approach,

**WEEK IV** - approach, presentation and demonstration,

**NOVEMBER WEEK I** - handling no objections, closing sale and post-sale activities

**LESSON PLAN FOR B.COM III BC-501 COST ACCOUNTING**

**JULY WEEK III & WEEK IV** - . Methods of costing: unit costing.

**AUGUST WEEK I -** Labour: labour cost control procedure; labour turnover.

**WEEK II** - Idle time and overtime, Methods of wage payment: time and piece rate; incentive schemes.

**WEEK III** - Materials: material planning &purchasing, pricing of material issue.

**WEEK IV** - treatment of material losses, material & inventory control: concept and techniques.

**SEPTEMBER WEEK I** - Introduction: nature and scope of cost accounting.

**WEEK II** - cost concepts & classification; methods & techniques.

**WEEK III** - contract costing

**WEEK IV** - contract costing

**OCTOBER WEEK I & II** - process costing (process losses, valuation of work in progress, joint and by-products)

**WEEK III & IV** - joint and by-products) service costing (only transport)

**NOVEMBER WEEK I** - Overheads: classification, allocation, apportionment and absorption of overheads; under and overabsorption.