

Teaching Plan

Name: Ashok Borthakur

Sub: Business Law

Semester: 1st B.COM.

Department: Commerce

Programme: B.COM (Hons)

Class allotted: 30

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit-1	The Indian Contract Act,1872:General Principle of Law of Contract-Contract-meaning,characteristics and kinds,Essentials of a valid contract-offer and acceptance,consideration,contractual capacity,free consent,legality of objects.Voids agreement,Discharge of a contract-modes of discharge, breach and remedies against breach of contract,Contingent contracts,Quasi-contract	The Indian Contract Act,1872 ,valid contract, Voids agreement,	Lecture Method	15
Unit-2	The Indian Contract Act,1872: Specific contract-Contract of Idemnity and Guarantee,Contract of Bailment,Contract of Agency	,Idemnity and Guarantee	Lecture Method	15

Signature of Teacher

Teaching Plan

Name: Dr. A.K. Borthakur

Sub: Financial Management

Semester: 3rd B.COM.

Department: Commerce

Programme: B.COM (Hons.)

Class allotted: 10

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit II	Management of Working Capital- Working Capital- concept, need and influencing factors; Estimation of working capital, sources of Working Capital.	Management of Working Capital-	Lecture Method Analytical Method	10
Unit-IV	Dividend Policy-Influencing factors; dividend theories; optimal payout ratio; Retained earnings.	Dividend Policy	Lecture Method Analytical Method	10

Signature of Teacher

Teaching Plan

Name: Dr. A.K. Borthakur

Course: Direct Tax (504)

Semester: 5th B.COM.

Department: Commerce

Programme: Speciality

Class allotted: 27

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit I	Income Tax Law: An Introduction - Concept of Tax, an Overview of Income Tax Law in India, Levy of Income Tax, Concept of Income, Important Definition of Income Tax Act- Assessee, Assessment Year, Previous Year, Person, Income, Charge of Income Tax, Return of Tax, Gross Total Income. Scope of Total Income, Residential status and tax liability.	Income Tax Law: An Introduction	Lecture Method Analytical Method	7
Unit II	Computation of Income from Salary - Definition of salary. Basis of charge. Place of accrual of Salary, Profit in lieu of Salary, Advance Salary, Arrear Salary, Loan or advance against Salary, Annuity, Gratuity, Pension, Leave Salary, Retrenchment Compensation, Compensation received on Voluntary Retirement, Provident Fund, Approved Superannuation Fund, Allowances, Perquisites and its valuation. Deductions from salary. Deduction U/S 80C from Co-owned Property, Deemed Ownership, Exempted Property Income.	Computation of Income from Salary	Lecture Method Analytical Method	10
Unit-IV	Direct tax authority, duties, powers and functions of various authorities, appeal.	Direct tax authority	Lecture Method Analytical Method	10

Signature of Teacher

Teaching Plan

Name: Porag Sarmah **Course:** 301 **Semester:** 3rd B.COM.

Department: Commerce **Programme:** Speciality **Class allotted:** 28

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit-IV	Investment Account : Meaning, meaning of cum-dividend and ex-dividend transactions, cum-interest and ex-interest transactions, brokerage, Accounting for investment	Investment Account	Lecture Method Analytical Method	10

Signature of Teacher

Teaching Plan

Name: Porag Sarmah

Sub: Financial Management

Semester: 3rd B.COM.

Department: Commerce

Programme: B.COM (Hons)

Class allotted: 10

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit II	Investment Decision-Investment Decision-techniques; Cost of Capital and measurement. Financial leverage – Determinants of financial leverage; optimal capital structure.	Investment Decision -	Lecture Method Analytical Method	10

Signature of Teacher

Teaching Plan

Name: Porag Sarmah

Course: Direct Tax(504)

Semester: 5th B.COM.

Department: Commerce

Programme: Speciality

Class allotted: 13

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit I	Exempted Income U/s 10.	Exempted Income	Lecture Method Analytical Method	3
Unit IV	Computation of Income from House Property- Chargeability, Composite Rent, Income from House Property situated outside India, Determination of Annual Value, Deduction from annual Value, Computation of Income from House Property for different categories of Property Taxability of recovery of unrealized rent. Inadmissible deductions, treatment of Income from Co-owned Property, Deemed Ownership, Exempted Property Income.	Computation of Income from House Property	Lecture Method Analytical Method	10

Signature of Teacher

Teaching Plan

Name: Dr. Prasanna Kalita

Course: Principles of Marketing / 504

Semester: B.com 3rd Sem

Department: Commerce

Programme: SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT II	Consumer behavior and market segmentation, meaning and significance of consumer behaviors Market segmentation-meaning and importance; Bases for market segmentation.	Consumer behavior in market segmentation	Lecture Method Analytical Method	10
UNIT IV	Promotion: Meaning, needs and importance of promotion; Methods of promotion. Distributions Channels and Physical Distribution channels; Factors affecting choice of a distribution channel.	Promotion and distribution strategies in marketing	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: Dr. Prasanna Kalita

Course: Sales Management / 503

Semester: B.com 5th Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT III	Personal Selling. Nature, Scope, Importance, significance and limitations of Personal Selling, Personal Selling as a career, basic steps in Personal Selling process, methods of Approaching, Objections Handling	Personal selling and Objections Handling	Lecture Method Analytical Method	10
UNIT IV	Sales Promotion and managing the distribution function. Meaning and significance of Sales Promotion, factors influencing Sales Promotion, Tools of Sales Promotion, and Sales Promotion plan for new products, factors affecting Promotion Mix. New role of marketing intermediaries, factors influencing distribution channels. Impact of Online Shopping.	Sales Promotion and its plan	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: Dr. Prasanna Kalita **Course:** Global Human Resource Management/ 503

Semester: B.com 5th Semester

Department: Commerce **Programme:** SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT III	Human Resource Management in a dynamic global environment:- Technological Changes, Total Quality Management (TQM)-International Assignment and issues related to Work Life Balances.	TQM in Global HRM	Lecture Method Analytical Method	10
UNIT IV	Globalization and Human Resource Management-Cultural variables in Global Organization, Cross Culture Management, Global recruitment policies, Succession Policy.	Culture Management in Global HRM	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: Dr. Prasanna Kalita **Course:** Human Resource Development/ 504

Semester: B.com 5th Semester

Department: Commerce **Programme:** SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT II	HRD Structure, HRD Culture and Climate, HRD as a System, Role of Line Managers in HRD System, HRD Audit.	HRD Audit	Lecture Method Analytical Method	10
UNIT III	HRD Practices in India, Objective of Strategic HRD, Components and Principles of Strategic HRD.	Strategic HRD In Indian context	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: Dr. Prasanna Kalita

Course: Retail Management/ 504

Semester: B.com 5th Semester

Department: Commerce **Programme:** SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT I	Retailing- nature and scope, reasons for growth of retailing, emerging trends in retailing.	Emerging trends in retailing	Lecture Method Analytical Method	10
UNIT III	Logistic issues and distribution -stores location, inventory control, warehousing and transportation planning.	Logistic management	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: Dr. Prasanna Kalita **Course:** Organization Theory & Behaviour/ 10100

Semester: M.Com / First Semester

Department: Commerce **Programme:** SPECILITY

Class allotted: 25

Paper/Unit	UNIT	Course Content	Key aspect	Teaching Method	Class required
Block 3	UNIT I	Perceptions and learning,	Attributes of Individual behaviour	Lecture Method Case Study	3
	UNIT II	Attitude and personalities,	Attributes of Individual behaviour	Lecture Method Case Study	4
	UNIT III	Transactional analysis and its uses,	Attribute of group behaviour	Lecture Method Case Study	2
	UNIT IV	Group process and its behaviour	Attribute of group behaviour	Lecture Method Case Study	4
Block 4	UNIT II	Leadership and its various styles, leadership effectiveness	Application of leadership styles in an organisation	Lecture Method Case Study	4
	UNIT III	Management of change, and organizational development,	Change management	Lecture Method Case Study	8

Signature of the Teacher

Teaching Plan

Name: Dr. Prasanna Kalita

Course: Marketing Management / 10300

Semester: M.Com / First Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 23

Paper/Unit	UNIT	Course Content	Key aspect	Teaching Method	Class required
Block 1	UNIT I	Meaning of market and marketing, and its types, Concepts of marketing, Marketing function and environments,	Concepts of marketing	Lecture Method Case Study	15
Block 5	UNIT V	Marketing Research- Objectives, procedure, and methods, data collection and sampling, social and rural marketing	Marketing Research	Lecture Method Case study	9

Signature of the Teacher

Teaching Plan

Name: Dr. Prasanna Kalita **Course:** Agricultural and Rural Marketing / 10520

Semester: M.Com / First Semester

Department: Commerce **Programme:** SPECILITY

Class allotted: 18

Paper/Unit	UNIT	Course Content	Key aspect	Teaching Method	Class required
Block 5	UNIT 5	Cooperative organizations-types , importance, on rural marketing, rural market segmentation, and strategies.	Rural marketing strategies	Lecture Method Group Discussion	18

Signature of the Teacher

Teaching Plan

Name: Apurba Kumar Sharma

Course: CBCS

Semester: 1st B.COM. (Section-A)

Subject: Financial Accounting

Department: Commerce Programme: B.COM (Hons)

Class allotted: 46

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit -II	<p>a) <u>Business Income-</u> Measurement of Business Income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of income measurement. Revenue: Concept, Revenue recognition principles, Recognition of expenses. The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line and diminishing balance method; Disposal of depreciable assets –change of method. Inventories: Meaning. Significance of inventory valuation. Inventory Record System; periodic and perpetual, Method: FIFO.LIFO and weighted Average.</p>	<p>Net income, Revenue recognition principles, depreciation, straight line and diminishing balance method, FIFO.LIFO and weighted Average.</p>	Lecture Method , Analytical Method	14
	<p>b) Preparation of financial statement of not for profit organization</p>	<p>Non-profit organisation</p>		8

Unit -III	Accounting for Hire Purchase and Installment System- Calculation of Interest, partial and full repossession, Hire purchase trading (total cash price basis), Stock and debtors system. Concept of operating and financial lease (theory only)	Hire Purchase and Installment Purchase system Repossession Assets and hire trading account	Lecture Method , Analytical Method	12
Unit - V	Accounting for Dissolution of the partnership firm- Accounting of Dissolution of the partnership firm including Insolvency of partners, sale to a limited company and piecemeal distribution.	Dissolution, Insolvency of partner	Lecture Method , Analytical Method	12

Apurba Kumar Sharma
Associate Professor, Department of Commerce
J.B.College.

Teaching Plan

Name: Apurba Kumar Sharma

Subject: Advanced Financial Accounting

Course: 301

Semester: 3rd (B.COM.)

Department: Commerce

Programme: Speciality

Class allotted: 14

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit-III	Accounts of Banking Companies-Definition and Meaning of Banking, Terms , Books to be maintained ; Classification of Advances, Preparation of Profit of Profit and Loss Account and Balance Sheet	Banking Companies-Definition	Lecture Method Analytical Method	14

Apurba Kumar Sharma
Associate Professor, Department of Commerce
J.B.College.

Teaching Plan

Name: Rajlaxmi Bardoloi

Course. No. - 1.2

Sub: Business Law

Department: Commerce

B Com 1st Sem. Sec-A

Paper/ Unit	Course Contents	Key Objects	Teaching Method	Class require
Unit-II	a. Contract of sale, meaning and differences between sale and agreement to sale, b. Conditions and warranties c. Transfer of ownership in goods including sale by a non-owner d. Performance of contract of sale e. Unpaid seller- meaning, right of an unpaid seller against the goods and the buyer.	The sale of Goods act, 1930	Lecture method (using device) Oral question answer method, discussion method	19
iv	Salient features of LLP, difference between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners, Incorporation Document, Incorporation by registration, Partners and their Relationship	The limited liability partnership act	Lecture method (using device) Oral question answer method, discussion method	7

Rajlaxmi Bardoloi

Department Commerce

Teaching Plan

Name: Rajlaxmi Bardoloi **Course. No .-** 302 **Sub -** Financial Management

Department: Commerce

B Com 3rd Sem (A)

Unit/ Paper	Course Contents	key objects	Teaching method	Class require
Unit - I	Introduction- Financial management, Nature, Scope and Objectives; Finance Function; Profit maximization vs Wealth maximization; Role of Responsibilities of a finance Manager	Nature and Scope of Financial Managements	Lecture method (using device) Oral question answer method, discussion method	18
Unit- IV	Dividend Theories; Optimal Payout Ratio; Retained Earnings	Dividend Policy	Lecture method (using device) Oral question answer method, discussion method	8

Rajlaxmi Bardoloi

Department Commerce

Teaching Plan

Name: Rajlaxmi Bardoloi

Course. No.- 1.2

Sub - Business Law

Department: Commerce

B Com 1st Sem. Sec-B

Paper/ Unit	Course Contents	Key Objects	Teaching Method	Class require
Unit-II	a. Contract of sale, meaning and differences between sale and agreement to sale, b. Conditions and warranties c. Transfer of ownership in goods including sale by a non-owner d. Performance of contract of sale e. Unpaid seller- meaning, right of an unpaid seller against the goods and the buyer.	The sale of Goods act, 1930	Lecture method (using device) Oral question answer method, discussion method	19
iv	Salient features of LLP, difference between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners, Incorporation Document, Incorporation by registration, Partners and their Relationship	The limited liability partnership act	Lecture method (using device) Oral question answer method, discussion method	7

Rajlaxmi Bardoloi

Department Commerce

Teaching Plan

Name: Rajlaxmi Bardoloi

Course. No .- 302 **Sub -** Financial Management

Department: Commerce

B Com 3rd Sem (B)

Unit/ Paper	Course Contents	key objects	Teaching method	Class require
Unit - I	Introduction- Financial management, Nature, Scope and Objectives; Finance Function; Profit maximization vs Wealth maximization; Role of Responsibilities of a finance Manager	Nature and Scope of Financial Managements	Lecture method (using device) Oral question answer method, discussion method	18
Unit- IV	Dividend Theories; Optimal Payout Ratio; Retained Earnings	Dividend Policy	Lecture method (using device) Oral question answer method, discussion method	8

Rajlaxmi Bardoloi

Department Commerce

Teaching Plan

Name: Ajit Chandra Das **Sub:** Business Law **Semester:** 1st B.COM.

Department: Commerce **Programme:** B.COM (Hons) **Class allotted:** 30

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit-4	The Partnership Act,1932- Nature and Characteristics of Partnership, Registration of a Partnership firms, Types of Partners, Rights and Duties of Partners, Implied authority of a Partner, Incoming and outgoing Partners, Mode of dissolution of partnership.	Partnership, Implied authority of a Partner	Lecture Method Analytical Method	15
Unit-5	Negotiable Instrument Act 1881- Definition, Characteristics, Promissory Note, Bill of Exchange and Cheque, Holder and Holder in due Course, Crossing of Cheque, Type of Crossing, Bouncing of cheque.	Negotiable Instrument Promissory Note, Bill of Exchange Cheque, Crossing of Cheque,	Lecture Method Analytical Method	15

Signature of Teacher

Teaching Plan

Name: Ajit Chandra Das **Course:** 301 **Semester:** 3rd B.COM.

Department: Commerce **Programme:** Speciality **Class allotted:** 28

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit-II	Accounts of life Insurance Companies-Definition and Elements of Insurance Contract, Meaning of various insurance terms, Types of Insurance, Books, Maintained under Life Insurance Business, Ascertainment of profit in Life Insurance Business, Preparation of Revenue Account, Balance Sheet and Valuation Balance Sheet of Life Insurance Company.	Insurance Companies-Definition Types of Insurance, Valuation Balance Sheet of Life Insurance Company	Lecture Method Analytical Method	14
Unit-III	Accounts of General Insurance Companies: Preparation of Revenue Account of General Insurance Company.	Concept of General Insurance Companies	Lecture Method Analytical Method	14

Signature of Teacher

Teaching Plan

Name: Ajit Chandra Das **Sub:** Fin. Accounting **Semester :** 1stB.COM.

Department: Commerce **Programme:** B.COM (Hons) **Class allotted:** 46

Unit	Course Content	Key Aspect	Teaching Methods	Class Required
Unit-II	<p>a)Business Income- Measurement of Business Income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of income measurement. Revenue: Concept, Revenue recognition principles, Recognition of expenses. The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line and diminishing balance method; Disposal of depreciable assets – change of method. Inventories: Meaning. Significance of inventory valuation. Inventory Record System; periodic and perpetual, Method: FIFO.LIFO and weighted Average.</p> <p>b) Preparation of financial statement of not for profit organization</p>	<p>Net income, Revenue recognition principles, depreciation, straight line and diminishing balance method, FIFO.LIFO and weighted Average.</p>	<p>Lecture Method</p> <p>Analytical Method</p>	<p>14</p>
		<p>Non-profit organisation</p>		<p>8</p>
Unit-III	<p>Accounting for Hire Purchase and Installment System- Calculation of Interest, partial and full</p>	<p>Hire Purchase and Installment</p>	<p>Lecture</p>	<p>12</p>

	repossession, Hire purchase trading (total cash price basis), Stock and debtors system. Concept of operating and financial lease (theory only)	Purchase system Repossession Assets and hire trading account	Method Analytical Method	
Unit-V	Accounting for Dissolution of the partnership firm- Accounting of Dissolution of the partnership firm including Insolvency of partners, sale to a limited company and piecemeal distribution.	Dissolution, Insolvency of partner	Lecture Method Analytical Method	12

Signature of Teacher

Teaching Plan

Name: BIJU ROY

Course: Principles of Marketing / 504

Semester: B.com 3rd Sem

Department: Commerce

Programme: SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT I	Introduction: Nature and scope of marketing; Importance of marketing; Marketing concepts- traditional and modern; Marketing mix; marketing environment.	Concepts of Marketing and its application	Lecture Method Analytical Method	10
UNIT III	Product: Concept of product; Product planning and development; Packaging-role and functions; Brand name and trade mark; after sales service. Price: Importance of price in the marketing mix; factors affecting price of product/service.	Products and its elements	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: BIJU ROY

Course: Sales Management / 503

Semester: B.com 5th sem

Department: Commerce

Programme: SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT I	Sales Management----Nature, Scope, Objectives, functions and importance of Sales Management. Developing a Sales Organisation---its importance and functions. Formulation of Sales Strategy	Management of Sales and developing a sales organisation	Lecture Method Analytical Method	10
UNIT II	Managing the Sales Force. Steps in designing and managing a Sales Force, functions and role of sales person and the sales manager, recruitment, Selection and Training of the Sales Force.	Designing and managing a sales force	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: BIJU ROY

Course: Global Human Resource Management/ 503

Semester: B.com 5th Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT I	Introduction to Global HRM- Meaning, Definitions, Objectives, Functions. Differences between Home country HRM and Host Country HRM.	Global HRM and Its functions	Lecture Method Analytical Method	10
UNIT II	Introduction to Global Human Resource Planning- Recruitment, Selection, Job Design and Job Analysis (in Global context), Retention issue.	Planning of Global HRM	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: BIJU ROY

Course: Human Resource Development/ 504

Semester: B.com 5th Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT I	Introduction to HRD: Concept, Growth, Position of HRD in Human Resource Management, Objectives, Scope, Need and Importance of HRD. Role of a HRD Manager.	Concepts of HRD and Role of HRD Manager	Lecture Method Analytical Method	10
UNIT IV	Training and Development- Meaning and Importance. Methods of Training. Identification of Training Needs. Implementation and evaluation of Training and Development Programme. Executive/ Management Development.	Effectiveness of Training and Development	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: BIJU ROY

Course: Retail Management/ 504

Semester: B.com 5th Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 20

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
UNIT II	Retailing: Types and functions; Departmental stores, convenience stores, super markets.	Formats of Retailing	Lecture Method Analytical Method	10
UNIT IV	Retailing in India- organized and unorganized retailing, challenges in retailing and global retailing trends.	Structure of Retailing	Lecture Method Analytical Method	10

Signature of the Teacher

Teaching Plan

Name: BIJU ROY

Course: Organization Theory & Behavior / 10100

Semester: M.Com / First Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 4 Hours

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
Block 4 UNIT I	Motivation, process of motivation, theories and research.	Application of motivational theories in an organization.	Lecture Method Analytical Method	4

Signature of the Teacher

Teaching Plan

Name: BIJU ROY

Course: Marketing Management / 10300

Semester: M.Com / First Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 15

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
Block 3 UNIT III	Product related strategies, product mix, Brands, Packaging, types of product, product life cycle,	Product strategies	Lecture Method Group Discussion	15

Signature of the Teacher

Teaching Plan

Name: BIJU ROY

Course: Agricultural and Rural Marketing / 10520

Semester: M.Com / First Semester

Department: Commerce

Programme: SPECILITY

Class allotted: 30

Paper/Unit	Course Content	Key aspect	Teaching Method	Class required
Block 2 UNIT II	Thomsom rural marketing index, indicators for rural marketing, Media for rural communication, Logistic, storage, handling and transport, market organization and staff, product position and demand analysis	Thomsom rural market index	Lecture Method Group Discussion	10
Block 4 UNIT IV	Marketing of agricultural produce, regulated market, contract farming, and agricultural export zone, marketing of rural, cottage industry and artisan products. Agricultural productivity and credit system, national and regional bank support,	Marketing of agricultural produce,	Lecture Method Group Discussion	20

Signature of the Teacher

Teaching Plan

Name: Ratul Dutta

Sub: Information Technology Practices in Business (I.T.P.B)

Semester: 3rd B.Com. (Sec.A)

Department: Commerce

Programme: (For B.Com General and Six Speciality Courses)

Class allotted: 45

Unit	Course Content	Key Aspect	Teaching Method	Class Required
UNIT-I	Information revolution, Information Technology, Information and communication Technology-concepts, Significance and fundamental aspects.	Revolution, IT, communication, impacts, Fundamental aspects.	Lecture	9
UNIT-II	Different tools of IT and its application in business; Traditional tools like Printing Press, Radio, Audio, video, telephones, etc; Emerging Technologies and media convergence.	Tools of IT, uses of IT, Emerging Technologies	Lecture	9

UNIT-III	Fundamentals of Computer, Computers and its components, data, information and EDP, Number System and Codes- Different Number System (moderate idea), American Standard Code for Information Interchange.	Computers and its components, EDP, Number System and Codes	Lecture & Analytical	9
UNIT-IV	History of computing, Computer Hardware, Software, Programming languages, Computer Memory, Computer Programmes.	Computer Hardware, Software, Computer Programmes.	Lecture	9
UNIT-V	Computer Networks, Electronic Data Interchange, Advantages of EDI, Barriers to implementation, The World Wide Web, issues in Internet, Usages of internet.	Networks, EDI, Barriers, WWW, issues and Usages of internet	Lecture	9

Signature of Teacher
(Ratul Dutta)

Teaching Plan

Name: Ratul Dutta

Sub: Information Technology Practices in Business (I.T.P.B)

Semester: 3rd B.Com.(Sec. B)

Department: Commerce

Programme: (For B.Com General and Six Speciality Courses)

Class allotted: 45

Unit	Course Content	Key Aspect	Teaching Method	Class Required
UNIT-I	Information revolution, Information Technology, Information and communication Technology-concepts, Significance and fundamental aspects.	Revolution, IT, communication, impacts, Fundamental aspects.	Lecture	9
UNIT-II	Different tools of IT and its application in business; Traditional tools like Printing Press, Radio, Audio, video, telephones, etc; Emerging Technologies and media convergence.	Tools of IT, uses of IT, Emerging Technologies	Lecture	9

UNIT-III	Fundamentals of Computer, Computers and its components, data, information and EDP, Number System and Codes- Different Number System (moderate idea), American Standard Code for Information Interchange.	Computers and its components, EDP, Number System and Codes	Lecture & Analytical	9
UNIT-IV	History of computing, Computer Hardware, Software, Programming languages, Computer Memory, Computer Programmes.	Computer Hardware, Software, Computer Programmes.	Lecture	9
UNIT-V	Computer Networks, Electronic Data Interchange, Advantages of EDI, Barriers to implementation, The World Wide Web, issues in Internet, Usages of internet.	Networks, EDI, Barriers, WWW, issues and Usages of internet	Lecture	9

Signature of Teacher
(Ratul Dutta)