**Lesson Plan**

**Name of Assistant Professor: Dr. Pooja Kumari**

**Class and Section: B.Com I Semester**

**Subject: BC-1.4 Micro Economics**

**Session: 2022-23 (Odd Semester)**

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| **Month** | **Topics to be covered** |
| **Aug** | **Demand and Consumer Behaviour**-Meaning, nature and scope of economics; micro and macro Economics  **Room Discussions**  **PPT Presentations** |
| **Sep** | **Demand and Consumer Behaviour:** Theories of demand: cardinal utility approach; Indifference curve approach–assumption, properties, consumer equilibrium, price, income and substitution effects, limitations; Nature of demand function: law of demand; elasticity of demand – price, income and cross; measurement methods of price elasticity of demand; concepts of revenue (marginal and average) and relationship with elasticity of demand  **Classroom Discussion/Class test**  **Assignment-I** |
| **Oct** | Production and Cost- Production function: meaning and concepts, law of variable proportions; Isoquants – meaning, properties and producer’s equilibrium; Economies and diseconomies of scale; law of returns to scale; Cost concepts; theory of costs – traditional and modern; law of supply and elasticity of supply**.**  **Class Room Debates/Discussion/Class test**  **Assignment-II** |
| **Nov** | **Market Structures-** Equilibrium of the firm and industry under perfect competition; price and output determination under monopoly, price discrimination; price determination under monopolistic competition – Chamberlin’s approach, monopolistic competition V/s monopoly  **PPT Presentations**  **Unit/Class Test** |
| **Dec** | price determination under monopolistic competition – Chamberlin’s approach, monopolistic competition V/s monopoly  **Revisions and Tests**  **Tutorial session for problem solving**  **Class Room Discussions** |

**Lesson Plan**

**Name of Assistant Professor: Dr. Pooja Kumari**

**Class and Section: B.Com 3rd Semester**

**Subject: BC 3.6(i): COMPUTER APPLICATIONS IN BUSINESS**

**Session: 2022-23 Odd Semester**

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| **Month** | **Topics to be covered** |
| **Aug** | **Word Processing:** Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document |
| **Sep** | Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents, Creating Business Documents using the above facilities  **Class Room Discussions** |
| **Oct** | **Preparing Presentations:** Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities  **Work Book Assignment-I** |
| **Nov** | **Spreadsheet and its Business Applications** : Spreadsheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions  **PPT Presentations**  **Work Book Assignment-I** |
| **Dec** | **Creating Business Spreadsheet:** Creating spreadsheet in the area of: Payroll statements; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression  **Revisions and Tests**  **PPT Presentations** |