LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG (IIIrd Semester)

Name of the Paper:- Understanding Human Behaviour

Class:- BBA II

Name of the Teachers (Section Wise) :- Prof. Pooja Dudeja

WEEK	DATE	TOPICS	
	September	Discussion about syllabus	
		Understanding human behaviour - meaning	
1		Nature of human behaviourj	
	(6-10)	Approach of study behaviour - cognitive report	
		Continue	
		SUNDAY - 11.09.2022	
		Psychoanalatic approach	
		Continue	
2	September	Continue	
2	(12-17)	Personality meaning	
		Nature of personality	
		Theory of personality - trait theory	
		SUNDAY - 18.09.2022	
		Continue	
	September	Continue	
3	(19-24)	Psychoanalatical theory	
	(19-24)	Continue	
		Continue	
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)			
SUNDAY - 25.09.2022			
	HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
	September	Social learning theory	
	(27-30)	Continue	
4	October	Emotion - meaning and nature	
	(1)	Psychological response in Emotion	
		Continue	
	SUNDAY - 02.	10.2022 & Holiday (Mahatma Gandhi Jayanti)	
		Continue	
	October	Theory of emotion	
5	(3-8)	Continue	
	(3-0)	Continue	
		Continue	
HOLIDAY - 05.10.2022 (Dussehra)			
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)			

	Γ	Tauta and d		
		Assignment-1		
		Motivation - meaning		
6	October	Nature of motivation		
Ü	(10-15)	Continue		
		Theory of motivation - Maslow's need hierarchy theory		
		Continue		
		SUNDAY - 16.10.2022		
		Mc gregor's theory X & Y		
	October	Continue		
7	(17-21)	Two factor theory		
	(17-21)	Continue		
		Continue		
	Diw	ali Break - 22.10.2022 to 26.10.2022		
	October	Perception - meaning		
8		Nature of perception		
	(27-29)	Continue		
		SUNDAY - 30.10.2022		
	Octobou	Law of perception organisation		
	October	Continue		
9	(31)	Continue		
	November	Discuss important points		
	(1-5)	Conditional test		
	НС	DLIDAY - 01.11.2022 (Haryana Day)		
	SUNDAY - 06.11.2022			
		Attention nd perception		
		Continue		
10	November	revision		
	(7-12)	Learning - meaning		
		Nature of learning		
	HOLIDA	Y - 08.11.2022 (Guru Nanak Dev Jayanti)		
		SUNDAY - 13.11.2022		
		Theories of learning - classical conditioning theory		
		Continue		
	November	Continue		
11	(14-19)	Continue		
	(14 15)	Operant conditioning theory		
		Continue		
	<u> </u>	SUNDAY - 20.11.2022		
		Assignment-2		
		Discuss important points		
	November	Cognitive theory		
12	(21-26)	Continue		
	(21-20)	Continue		
		Continue		
	l	SUNDAY - 27.11.2022		

		Revision
	November	Social learning theory
13	(28-30)	Continue
13	December	Continue
	(1-3)	Memory and forgetting
		Meaning, nature and types of memory
SUNDAY - 04.12.2022		
		Continue
		Levels of memory
14	December	Continue
14	(5-10)	Meaning, nature and types of fogetting
		Causes of forgetting
		Continue
SUNDAY - 11.12.2022		
	December	Revision
15	(12-14)	Revision
	(12-14)	Revision

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan (Odd Semester)

UG (IIIrd Semester)

Name of the Paper:-Micro Business Environment Class:- BBA II

Name of the Teacher: Prof. Nisha

WEEK	DATE	TOPICS			
	Cantanahan	DISUSSION ABOUT SYLLABUS			
		BUSINESS ENVIRONMENT : CONCEPT & FEATURES			
1	September	TYPES / FACTORS AFFECTING BUSINESS ENVIRONMENT			
	(6-10)	CONTINUE			
		CONTINUE			
		SUNDAY - 11.09.2022			
		CONTINUE			
		CONTINUE			
2	September	CONTINUE			
_	(12-17)	SIGNIFICANCE OF STUDYING BUSINESS ENVIRONMENT			
		REVISION			
		ENVIRONMENTAL SCANNING : CONCEPT & OBJECTIVES			
		SUNDAY - 18.09.2022			
		PROCESS AND METHODS OF ENVIRONMENTAL SCANNING			
	September	CONTINUE			
3	(19-24)	IMPORTANCE & LIMITATIONS OF ENVIRONMENTAL SCANNING			
	(19-24)	CONTINUE			
		FACTORS AFFECTING ENVIRONMENTAL SCANNING			
	HOLIDAY - 23.09	9.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)			
	SUNDAY - 25.09.2022				
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)					
	September	REVISION & ORAL TEST			
	(27-30)	ECONOMIC ENVIRONMENT : CONCEPT & COMPONENTS			
4	October	CONTINUE			
	(1)	SOCIAL ENVIRONMENT: MEANING & COMPONENTS			
		CONTINUE			
	SUND	AY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)			
		CONTINUE			
		POLITICAL ENVIRONMENT : MEANING & COMPONENTS			
5	October	CONTINUE			
	(3-8)	LEGAL ENVIRONMENT: MEANING & COMPONENTS			
		CRITICAL EVALUATION & CAUSES OF FAILURE OF POLITICAL & LEGAL			
		ENVIRONMENT			
HOLIDAY - 05.10.2022 (Dussehra)					
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)					

DIGITAL DUGINESS ENVERONMENT, ME MUNIO O TYPES						
		RISK IN BUSINESS ENVIRONMENT: MEANING & TYPES				
6		COUNTRY RISK : MEANING & CAUSES				
	October	POLITICAL RISK : MEANING & CAUSES				
	(10-15)	PROCESS AND METHODS OF HANDLING BUSINESS RISK				
		CONTINUE				
		METHODS OF MEASURING BUSINESS RISK				
		SUNDAY - 16.10.2022				
		CONTINUE & PROBLEMS IN STUDYING BUSINESS RISK				
		REVISION WITH ORAL TEST				
7	October (17-21)	ECONOMIC SYSTEM : MEANING & CAPITALISM ECONOMIC SYSTEM-FEATURES				
		ADVANTAGES & DISADVANTAGES OF CAPITALISM ECONOMIC SYSTEM				
		SOCIALISM ECONOMIC SYSTEM : MEANING & FEATURES				
		Diwali Break - 22.10.2022 to 26.10.2022				
		ASSIGNMENT-I (BUSINESS ENVIRONMENT)				
8	October	ADVANTAGES & DISADVANTAGES OF SOCIAL ECONOMIC SYSTEM				
	(27-29)	MIXED ECONOMIC SYSTEM: MEANING & FEATURES				
		SUNDAY - 30.10.2022				
		ADVANTAGES & DISADVANTAGES OF MIXED ECONOMIC SYSTEM				
	October	ECONOMIC ROLE OF GOVERNMENT IN BUSINESS: CONCEPT				
9	(31)	REGULATORY & PROMOTIONAL ROLE OF GOVERNMENT				
	November	ENTREPRENEURIAL & PLANNING ROLE OF GOVERNMENT				
	(1-5)	CHANGING ROLE OF GOVERNMENT				
	HOLIDAY - 01.11.2022 (Haryana Day)					
SUNDAY - 06.11.2022						
		RESPONSIBILTY OF BUSINESS TOWARDS GOVERNMENT				
		STATE INTERVENTION IN BUSINESS				
	N I I	CONTINUE				
10	November	SOCIAL RESPONSIBILITY OF BUSINESS : CONCEPT & ARGUMENT IN FAVOUR &				
	(7-12)	AGAINST				
		SOCIAL RESPONSIBILITY OF BUSINESS TOWRDS DIFFERENT INTERESTED GROUPS				
		HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)				
		SUNDAY - 13.11.2022				
	T	T				
		CONDITIONAL (ECONOMIC SYSTEM, MRTP & COMPETITION ACT IN INDIA)				
		CONDITIONAL (ECONOMIC SYSTEM, MRTP & COMPETITION ACT IN INDIA) DIMENSIONS & DISCLOSURE BY COMPANIES				
11	November					
11	November (14-19)	DIMENSIONS & DISCLOSURE BY COMPANIES				
11		DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS : MEANING & FEATURES				
11		DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS : MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS				
11		DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS : MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS : CONCEPT & FEATURES				
11		DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS : MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS : CONCEPT & FEATURES PROFESSIONALISATION OF BUSINESS IN INDIA : CAUSES & BENEFITS				
11		DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS: MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS: CONCEPT & FEATURES PROFESSIONALISATION OF BUSINESS IN INDIA: CAUSES & BENEFITS SUNDAY - 20.11.2022				
11	(14-19)	DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS: MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS: CONCEPT & FEATURES PROFESSIONALISATION OF BUSINESS IN INDIA: CAUSES & BENEFITS SUNDAY - 20.11.2022 MRTP ACT: MEANING & OBJECTIVES				
11	(14-19)	DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS: MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS: CONCEPT & FEATURES PROFESSIONALISATION OF BUSINESS IN INDIA: CAUSES & BENEFITS SUNDAY - 20.11.2022 MRTP ACT: MEANING & OBJECTIVES PROVISION OF MRTP ACT & MRTPC				
	(14-19)	DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS: MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS: CONCEPT & FEATURES PROFESSIONALISATION OF BUSINESS IN INDIA: CAUSES & BENEFITS SUNDAY - 20.11.2022 MRTP ACT: MEANING & OBJECTIVES PROVISION OF MRTP ACT & MRTPC CONTINUE				
	(14-19)	DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS: MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS: CONCEPT & FEATURES PROFESSIONALISATION OF BUSINESS IN INDIA: CAUSES & BENEFITS SUNDAY - 20.11.2022 MRTP ACT: MEANING & OBJECTIVES PROVISION OF MRTP ACT & MRTPC CONTINUE COMPETITION ACT: MEANING & OBJECTIVES , ASSIGNMENT-II (RISK IN BUSINESS ENVIRONMENT) PROVISION OF COMPETITION ACT				
	(14-19)	DIMENSIONS & DISCLOSURE BY COMPANIES BUSINESS ETHICS: MEANING & FEATURES IMPORTANCE & EXAMPLES OF BUSINESS ETHICS PROFESSIONALISATION OF BUSINESS: CONCEPT & FEATURES PROFESSIONALISATION OF BUSINESS IN INDIA: CAUSES & BENEFITS SUNDAY - 20.11.2022 MRTP ACT: MEANING & OBJECTIVES PROVISION OF MRTP ACT & MRTPC CONTINUE COMPETITION ACT: MEANING & OBJECTIVES , ASSIGNMENT-II (RISK IN BUSINESS ENVIRONMENT)				

		COMPETITION COMMISSION IN INDIA		
	November	CONSTITUTIONAL ENVIRONMENT IN INDIA : MEANING & CONCEPT		
13	(28-30)	IMPORTANT PARTS OF CONSTITUTION AFFECTING BUSINESS		
13	December	ECONOMIC PLANNING : MEANING & FEATURES		
	(1-3)	STRATEGY AND PROBLEMS		
		OBJECTIVES OF ECONOMIC PLANNING		
	SUNDAY - 04.12.2022			
		FAILURE AND ACHIEVEMENTS OF ECONOMIC PLANNING		
		TYPES & PROCESS OF ECONOMIC PLANNING		
14	December	SUGGESTIONS AND RATIONALE OF ECONOMIC PLANNING		
14	(5-10)	TENTH FIVE YEAR PLAN		
		CONTINUE		
		ELEVENTH FIVE YEAR PLAN		
SUNDAY - 11.12.2022				
	December	TWELTH FIVE YEAR PLAN		
15	(12-14)	REVISION		
	(12-14)	REVISION		

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan (Odd Semester)

UG (IIIrd Semester)

Name of the Paper:- Business Statistics-I Class:- BBA II

Name of the Teachers (Section Wise): Prof. Karuna Sachdeva

WEEK	DATE	TOPICS			
	September	Discussion about Syllabus			
		Definition & Scope of Statistics			
1	(6-10)	Functions & Importance of Statistics			
	(0-10)	Continued			
		Limitation & Distrust of Statistics			
		SUNDAY - 11.09.2022			
		Types of Statistical methods			
		Continued			
2	September	Continued			
-	(12-17)	Data Collection & analysis			
		Continued			
		Continued			
	SUNDAY - 18.09.2022				
		Types of data: Primary and secondary data			
	September	Continued			
3	(19-24)	Continued			
		Characteristics of a graph			
		Types of graph and their merits and demerits			
НО	LIDAY - 23.09.2	022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)			
SUNDAY - 25.09.2022					
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)					
	September	Continued			
	(27-30)	Continued			
4	October	Measurs of Central Tendency: Meaning and definition			
	(1)	Continued			
		Types of Averages			
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)					
	October (3-8)	Median			
		Continued			
5		Mode			
		Continued			
		Arithmetic mean			
HOLIDAY - 05.10.2022 (Dussehra)					
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)					

	Continued			
6	October	Continued		
		Geometric mean		
	(10-15)	Continued		
		Harmonic mean		
		Continued		
		SUNDAY - 16.10.2022		
		Quadratic mean		
	October	Continued		
7	(17-21)	Moving average		
	(17-21)	Progressive average		
		Relation between mean, median and mode		
		Diwali Break - 22.10.2022 to 26.10.2022		
		Assignment I on Nature and Scope Of Statistics; Collection of Data		
	October	Measuring of dispersion and skewness: Absolute and relative		
8	(27-29)	measures of dispersion		
	(====,	Range,Quartile deviation		
		SUNDAY - 30.10.2022		
		Continued		
	October	Mean and Standard deviations		
9	(31)	Continued		
	November	Difference between Skewness and dispersion		
	(1-5)	Continued		
	Į	HOLIDAY - 01.11.2022 (Haryana Day)		
		SUNDAY - 06.11.2022		
	1	Empirical relation among various measures of dispersion		
	N 1	Continued		
10	November	Continued		
	(7-12)	Moments and kurtosis		
		Conditional Test of Measures Of Dispersion		
	НО	DLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
		SUNDAY - 13.11.2022		
		Sampling: Introduction, Census versus sample errors in sampling		
		Continued		
11	November	Types of Samoling		
11	(14-19)	Continued		
		Continued		
		Judging reliability of sample		
		SUNDAY - 20.11.2022		
		Class Test		
	1	Assignment II on Sampling		
12	November	Business Forecasting: Meaning, Steps in business Forecasting		
	(21-26)	Method of Forecasting		
		Continued		
		Continued		
SUNDAY - 27.11.2022				

		Index Numbers: Introduction, types of index numbers
	November	Methods of constructing index numbers
	(28-30)	Continued
13	December	Uses of index numbers
	(1-3)	Continued
	(= -7	Continued
SUNDAY - 04.12.2022		
		Computation of statistical techniques by MS-Excel
		Continued
14	December	Continued
14	(5-10)	Continued
		Revision
		Revision
SUNDAY - 11.12.2022		
	December	Revision
15	(12-14)	Revision
	(12-14)	Revision

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG (IIIrd Semester)

Name of the Paper:- Management Accounting

Class:- BBA II

Name of the Teachers (Section Wise):- Prof. Anchal Batra

WEEK	DATE	TOPICS			
	Cantanahan	Discussion About Syllabus			
		Introduction To Management Accounting			
1	September	Continue			
	(6-10)	Continue			
		Continue			
		SUNDAY - 11.09.2022			
		Continue			
		Continue			
2	September	Ratio Analysis			
	(12-17)	Continue			
		Continue			
		Continue			
	SUNDAY - 18.09.2022				
		Continue			
	September (19-24)	Continue			
3		Continue			
		Continue			
		Introduction To Cost Accounting			
HOLIDA	AY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)			
		SUNDAY - 25.09.2022			
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)					
	September	Continue			
	(27-30)	Continue			
4	October	Continue			
	(1)	Continue			
	(+)	Continue			
	SUNDAY - 02.	10.2022 & Holiday (Mahatma Gandhi Jayanti)			
		Revision			
	October	Oral Test			
5	(3-8)	Cost:Elements, Concepts and classification			
		Continue			
		Continue			
HOLIDAY - 05.10.2022 (Dussehra)					
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)					

		Continue			
		Continue			
6	October	Continue			
		Continue			
	(10-15)	Continue			
		Assignment-1			
	ı	SUNDAY - 16.10.2022			
		Budget and Budgetry Control			
_	October	Continue			
7	(17-21)	Continue			
	(====,	Continue			
		Continue			
	Diwa	ali Break - 22.10.2022 to 26.10.2022			
	October	Continue			
8	(27-29)	Group Discussion			
	(27-23)	Marginal Costing and Break-Even Analysis			
		SUNDAY - 30.10.2022			
	October	Continue			
		Continue			
9	(31) November	Continue			
		Continue			
	(1-5)	Continue			
HOLIDAY - 01.11.2022 (Haryana Day)					
	SUNDAY - 06.11.2022				
		Continue			
		Continue			
10	November	Continue			
	(7-12)	Continue			
		Conditional Test			
	HOLIDAY	/ - 08.11.2022 (Guru Nanak Dev Jayanti)			
		SUNDAY - 13.11.2022			
		Standard Costing and variance Analysis			
		Continue			
	November	Continue			
11	(14-19)	Continue			
	(21.25)	Continue			
		Continue			
SUNDAY - 20.11.2022					
		Continue			
		Continue			
	November	Continue			
12	(21-26)	Continue			
	(21-20)	Revision			
		Presentation			
SUNDAY - 27.11.2022					

		Management accounting control Techniques	
	November	Continue	
13	(28-30)	Continue	
15	December	Continue	
	(1-3)	Continue	
		Continue	
SUNDAY - 04.12.2022			
		Continue	
		Continue	
14	December	Responsibility Accounting	
14	(5-10)	Continue	
		Continue	
		Continue	
	SUNDAY - 11.12.2022		
	December	Continue	
15	(12-14)	Revision	
	(12-14)	Revision	

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG (IIIrd Semester)

Name of the Paper:- Fundamentals of DBMS and ORACLE

Class: BBA

Name of the Teachers (Section Wise): Mohit

Traditional file oriented approach Disadvantages of simple file system, Revised Database approach, Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised Revised Revised Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 (Maharaja Agrasen Jayanti) Data Models, Revised Revised Revised SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra) SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)	MEEN	DATE	TOPICS
Disadvantages of simple file system, Revised Database approach, Revised SUNDAY - 11.09.2022 Advantages of Database approach, Revised Database Approach, Revised Database Approach, Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised Revised Revised SUNDAY - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) Data Models, Revised Keys. Revised Revised Keys. Revised Revised SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)	WEEK	DATE	
Revised Database approach, Revised SUNDAY - 11.09.2022 Advantages of Database approach, Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised Revised SUNDAY - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) Data Models, Revised Revised Revised Revised Revised Revised Revised SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)			· ·
Cotober (3-8) Database approach, Revised		September	
Revised SUNDAY - 11.09.2022 Advantages of Database approach, Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised Revised Revised Revised SUNDAY - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) Data Models, Revised (1) Sunday - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)	1	(6-10)	
SUNDAY - 11.09.2022 Advantages of Database approach, Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised Revised Revised SUNDAY - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) Data Models, Revised (27-30) October (1) September (27-30) October (3-8) October (3-8) October (3-8) HOLIDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)		, ,	
Advantages of Database approach, Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised Revised Sunday - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) Data Models, Revised (1) September (27-30) October (1) Revised Revised Revised Revised Revised SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)			1
Revised Database ManagementSystems(DBMS), Components of DBMS Environment, Revised Revised Revised Revised Revised SUNDAY - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) Data Models, Revised (27-30) October (1) Revised			
2 September (12-17)			
2 (12-17) Components of DBMS Environment, Revised Revised SUNDAY - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) September (27-30) October (1) Revised Keys. Revised Revised Revised SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)		_	
Components of DBMS Environment, Revised Revised SUNDAY - 18.09.2022 test Advantages and Disadvantages of DBMS, Revised DBMS Architecture, Data Independence HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day) SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) September (27-30) October (1) Revised Keys. Revised Revised SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)	2	-	· · · · · · · · · · · · · · · · · · ·
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SUNDAY - 25.09.2022 HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) September (27-30)			Data Independence
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti) September (27-30)	HOLIDA	Y - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)
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SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)			Revised
October (3-8) test Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)		(1)	Revised
Computers: An introduction use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)		SUNDAY - 02.	10.2022 & Holiday (Mahatma Gandhi Jayanti)
use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)			test
(3-8) use of computer in business Revised advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)	5		Computers: An introduction
advantages and disadvantages, HOLIDAY - 05.10.2022 (Dussehra)			use of computer in business
HOLIDAY - 05.10.2022 (Dussehra)			Revised
HOLIDAY - 05.10.2022 (Dussehra)			advantages and disadvantages,
	HOLIDAY - 05.10.2022 (Dussehra)		

		computerized system for inventory control,
	Ostahar	test
6		Revised
	October	
	(10-15)	payroll order,
		banking and accounting.
		Revised
	1	SUNDAY - 16.10.2022
		Introduction to SQL,
_	October	Components of SQL: DDL,
7	(17-21)	DML & DCL,
	` ′	Revised
		test
	Diw	ali Break - 22.10.2022 to 26.10.2022
_	October	Data types in SQL
8	(27-29)	DDL Commands: Create
	\ 20,	Revised
	1	SUNDAY - 30.10.2022
	October	Alter
	(31)	Drop
9	November	Truncate
	(1-5)	Revised
		Test
	НС	DLIDAY - 01.11.2022 (Haryana Day)
		SUNDAY - 06.11.2022
		Creating querieswith DDL commands
	November	implementing constraints
10	(7-12)	Revised
	(/-12)	Test
		DML Commands
	HOLIDA	Y - 08.11.2022 (Guru Nanak Dev Jayanti)
		SUNDAY - 13.11.2022
		Insert,
		Revised
11	November	Delete,
11	(14-19)	Update,
		Test
		Revised
	•	SUNDAY - 20.11.2022
		Select,
	November (21-26)	Select with Group by and Order by.
		Revised
12		test
		Creating queries with DMLcommands.
		Creating queries with DMLcommands.
		SUNDAY - 27.11.2022
		JUNI LITTICALE

		Revised	
	November	Revised	
13	(28-30)	Test	
13	December	Operators	
	(1-3)	Set	
		Revised	
SUNDAY - 04.12.2022			
		Logical	
		SQL functions	
14	December	Numeric functions,	
14	(5-10)	Revised	
		Scalar functions and Group functions	
		Report-Writing: Commands	
	SUNDAY - 11.12.2022		
	December	advantages of Report writing.	
15	(12-14)	Revised	
	(12-14)	Revised	

LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan (Odd Semester)

UG: (IIIrd Semester)

Name of the Paper:- Business Communication-II Class:- BBA IInd

Name of the Teacher: Prof. Maneet Kaur

WEEK	DATE	TOPICS		
		SYALLBUS DISCUSSION		
1		BUSINESS COMMUNICATION: BASIC FORMS- INTRODUCTION OF		
	September	COMMUNICATION		
	(6-10)	MEANING & DEFINITION OF COMMUNICATION		
		COMMUNICATION PROCESS - MEANING AND IMPORTANCE		
		COMPONENTS OF COMMUNICATION PROCESS		
	l	SUNDAY - 11.09.2022		
		ORAL REVISION & TEST		
		EFFECTIVE COMMUNICATION SKILLS- INTRODUCTION, CONCEPT AND NEED OF		
		EFFECTIVE BUSINESS COMMUNICATION		
	September	KEY ELEMENTS, FOUNDATIONS OF EFFECTIVE BUSINESS COMMUNICATION		
2	(12-17)	CONTINUE		
		EFFECTIVE BUSINESS COMMUNICATION STRATEGIES		
		ESSENTIALS OF EFFECTIVE BUSINESS COMMUNICATION, SEVEN C's OF		
		EFFECTIVE BUSINESS COMMUNICATION		
	ı	SUNDAY - 18.09.2022		
		CONTINUE		
		IMPORTANCE OF EFFECTIVE BUSINESS COMMUNICATION		
3	September	CONTINUE		
3	(19-24)	BARRIERS AND GATEWAYS IN COMMUNICATION - INTRODUCTION, CAUSES OF		
		BARRIERS		
		CONTINUE		
	HOLIDAY - 23	3.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
		SUNDAY - 25.09.2022		
		HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
	September	TYPES OF BARRIERS		
_	(27-30)	CONTINUE		
4	October			
	(1)	STRATEGIES TO REMOVE BARRIERS TO COMMUNICATION		
		CONTINUE		
	30	NDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
	Octobor	LETTER		
		CONTINUE		
5	October (3-8)	LAYOUT OR FORMAT OF LETTERS		
	(3-8)	CONTINUE		
		DO & DON'TS OF BUSINESS WRITING		
	HOLIDAY - 05.10.2022 (Dussehra)			
	SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)			
Solitoria Solitoria de Homany (Hamanishi Yaminiki Jayana)				

	1	TYPES OF PERSUASIVE LETTERS			
		CONTINUE			
	04-5	PURPOSES OF COLLECTION LETTERS			
6	October				
	(10-15)	CONTINUE WRITING BUSINESS AND ACADEMIC PEROPES INTRODUCTION ORIESTIVES			
		WRITING BUSINESS AND ACADEMIC REPORTS- INTRODUCTION, OBJECTIVES			
		CONTINUE			
		SUNDAY - 16.10.2022			
		ASSIGNMENT I - EFFECTIVE COMMUNICATION SKILLS			
	October	FUNCTIONS AND IMPORTANCE OF BUSINESS REPORT			
7	(17-21)	CONTINUE			
	(17-21)	STRUCTURE OF BUSINESS REPORT			
		CONTINUE			
		Diwali Break - 22.10.2022 to 26.10.2022			
	Ostaban	ACADEMIC REPORT WRITING- STRATEGIES			
8	October	STRUCTURE OF ACADEMIC REPORT			
	(27-29)	PRESENTATION OF REPORT			
	SUNDAY - 30.10.2022				
	0.4.1	CONTINUE			
	October	CONTINUE			
9	(31)	PUBLIC SPEAKING: INTRODUCTION AND IMPORTANCE			
	November	BASIC PRINCIPLES OF PUBLIC SPEAKING AND PRESENTATION			
	(1-5)	WAYS OF DELIVERING THE MESSAGE, CONSIDERATION OF PERSONAL ASPECTS			
HOLIDAY - 01.11.2022 (Haryana Day)					
SUNDAY - 06.11.2022					
		AUDIENCE ANALYSIS, APPEARANCE AND PHYSICAL ACTIONS			
		HINTS AND TIPS FOR EFFECTIVE PERSUASIVE SPEAKING, USE OF VOICE			
	_	VOCAL DELIVERY, HOW TO IMPROVE YOUR VOICE, ADAPTING THE STYLE OF			
10	November	DELIVERY			
	(7-12)	FINAL PHASE			
		LISTENING AND NEGOTIATING- INTRODCTION AND MEANING, NATURE OF			
		NEGOTIATION			
		HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)			
		SUNDAY - 13.11.2022			
		CONDITIONAL TEST-BARRIERS AND GATEWAYS IN COMMUNICATION			
		CONTINUESTAGES OF NEGOTIATION			
	November	CONTINUE			
11	(14-19)	INTERVIEWS AND MEETINGS: INTRODUCTION, APPEARING FOR INTERVIEWS			
	(14 13)	CONTINUE, CONDUCTING INTERVIEW			
		CONTINUE			
		SUNDAY - 20.11.2022			
		MEETING: MEANING & TECHNIQUES OF CONDUCTING MEETING			
		CONTINUE			
	November	MECHANISM OF WRITING			
12	(21-26)	CONTINUE			
		EFFECTIVE LISTENING: INTRODUCTION, TYPES OF LISTENING			
		CONTINUE			
		SUNDAY - 27.11.2022			
		00.12.11			

		IMPORTANCE AND CONSEQUENCES OF EFFECTIVE LISTENING
	November	ASSIGNMENT II - PUBLIC SPEAKING
42	(28-30)	CONTINUE
13	December	BARRIERS OF EFFECTIVE LISTENING, POOR LISTENING HABITS
	(1-3)	PRINCIPLES OF EFFECTIVE LISTENING
		CONTINUE
SUNDAY - 04.12.2022		
	December (5-10)	FACTORS EFFECTING WRITTEN LISTENING EXERCISES
		TELEPHONE AND FACE-TO-FACE CONERSATION
14		ORGANISATION COMMUNICATION
14		CHANNELS OF COMMUNICATION
		INTERNAL AND EXTERNAL COMMUNICATION
		CONTINUE
SUNDAY - 11.12.2022		
15	December (12-14)	CONTINUE
		REVISION
		REVISION