

I.B. (PG) COLLEGE, PANIPAT

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
1	September (6-10)	Discussion about syllabus
		Understanding human behaviour - meaning
		Nature of human behaviourj
		Approach of study behaviour - cognitive report
		Continue
SUNDAY - 11.09.2022		
2	September (12-17)	Psychoanalatic approach
		Continue
		Continue
		Personality meaning
		Nature of personality
		Theory of personality - trait theory
SUNDAY - 18.09.2022		
3	September (19-24)	Continue
		Continue
		Psychoanalatical theory
		Continue
		Continue
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Social learning theory
		Continue
		Emotion - meaning and nature
		Psychological response in Emotion
		Continue
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Continue
		Theory of emotion
		Continue
		Continue
		Continue
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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

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

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LESSON PLAN

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Weekly Lesson Plan

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UG (IIIrd Semester)

Name of the Paper:-Micro Business Environment

Class:- BBA II

Name of the Teacher : Prof. Nisha

WEEK	DATE	TOPICS
1	September (6-10)	DISUSSION ABOUT SYLLABUS
		BUSINESS ENVIRONMENT : CONCEPT & FEATURES
		TYPES / FACTORS AFFECTING BUSINESS ENVIRONMENT
		CONTINUE..
		CONTINUE..
SUNDAY - 11.09.2022		
2	September (12-17)	CONTINUE..
		CONTINUE..
		CONTINUE..
		SIGNIFICANCE OF STUDYING BUSINESS ENVIRONMENT
		REVISION
		ENVIRONMENTAL SCANNING : CONCEPT & OBJECTIVES
SUNDAY - 18.09.2022		
3	September (19-24)	PROCESS AND METHODS OF ENVIRONMENTAL SCANNING
		CONTINUE..
		IMPORTANCE & LIMITATIONS OF ENVIRONMENTAL SCANNING
		CONTINUE..
		FACTORS AFFECTING ENVIRONMENTAL SCANNING
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	REVISION & ORAL TEST
		ECONOMIC ENVIRONMENT : CONCEPT & COMPONENTS
		CONTINUE..
		SOCIAL ENVIRONMENT: MEANING & COMPONENTS
		CONTINUE..
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	CONTINUE..
		POLITICAL ENVIRONMENT : MEANING & COMPONENTS
		CONTINUE..
		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)		

6	October (10-15)	RISK IN BUSINESS ENVIRONMENT: MEANING & TYPES
		COUNTRY RISK : MEANING & CAUSES
		POLITICAL RISK : MEANING & CAUSES
		PROCESS AND METHODS OF HANDLING BUSINESS RISK
		CONTINUE..
METHODS OF MEASURING BUSINESS RISK		
SUNDAY - 16.10.2022		
7	October (17-21)	CONTINUE.. & PROBLEMS IN STUDYING BUSINESS RISK
		REVISION WITH ORAL TEST
		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		
8	October (27-29)	ASSIGNMENT-I (BUSINESS ENVIRONMENT)
		ADVANTAGES & DISADVANTAGES OF SOCIAL ECONOMIC SYSTEM
		MIXED ECONOMIC SYSTEM : MEANING & FEATURES
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	ADVANTAGES & DISADVANTAGES OF MIXED ECONOMIC SYSTEM
		ECONOMIC ROLE OF GOVERNMENT IN BUSINESS: CONCEPT
		REGULATORY & PROMOTIONAL ROLE OF GOVERNMENT
		ENTREPRENEURIAL & PLANNING ROLE OF GOVERNMENT
CHANGING ROLE OF GOVERNMENT		
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	RESPONSIBILITY OF BUSINESS TOWARDS GOVERNMENT
		STATE INTERVENTION IN BUSINESS
		CONTINUE....
		SOCIAL RESPONSIBILITY OF BUSINESS : CONCEPT & ARGUMENT IN FAVOUR & AGAINST
SOCIAL RESPONSIBILITY OF BUSINESS TOWRDS DIFFERENT INTERESTED GROUPS		
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	CONDITIONAL (ECONOMIC SYSTEM, MRTP & COMPETITION ACT IN INDIA)
		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		
12	November (21-26)	MRTP ACT : MEANING & OBJECTIVES
		PROVISION OF MRTP ACT & MRTPC
		CONTINUE..
		COMPETITION ACT: MEANING & OBJECTIVES , ASSIGNMENT-II (RISK IN BUSINESS ENVIRONMENT)
		PROVISION OF COMPETITION ACT
CONTINUE...		
SUNDAY - 27.11.2022		

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

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LESSON PLAN

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(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
1	September (6-10)	Discussion about Syllabus
		Definition & Scope of Statistics
		Functions & Importance of Statistics
		Continued
		Limitation & Distrust of Statistics
SUNDAY - 11.09.2022		
2	September (12-17)	Types of Statistical methods
		Continued
		Continued
		Data Collection & analysis
		Continued
SUNDAY - 18.09.2022		
3	September (19-24)	Types of data: Primary and secondary data
		Continued
		Continued
		Characteristics of a graph
		Types of graph and their merits and demerits
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martyrdom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Continued
		Continued
		Measures of Central Tendency: Meaning and definition
		Continued
		Types of Averages
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Median
		Continued
		Mode
		Continued
		Arithmetic mean
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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

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

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UG (IIIrd Semester)

Name of the Paper:- Management Accounting

Class:- BBA II

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

WEEK	DATE	TOPICS
1	September (6-10)	Discussion About Syllabus
		Introduction To Management Accounting
		Continue
		Continue
		Continue
SUNDAY - 11.09.2022		
2	September (12-17)	Continue
		Continue
		Ratio Analysis
		Continue
		Continue
		Continue
SUNDAY - 18.09.2022		
3	September (19-24)	Continue
		Continue
		Continue
		Continue
		Introduction To Cost Accounting
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Continue
		Continue
		Continue
		Continue
		Continue
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Revision
		Oral Test
		Cost: Elements, Concepts and classification
		Continue
		Continue
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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

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

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(Odd Semester)

UG (IIIrd Semester)

Name of the Paper:- Fundamentals of DBMS and ORACLE

Class: BBA

Name of the Teachers (Section Wise) : Mohit

WEEK	DATE	TOPICS
1	September (6-10)	Traditional file oriented approach
		Disadvantages of simple file system,
		Revised
		Database approach,
		Revised
SUNDAY - 11.09.2022		
2	September (12-17)	Advantages of Database approach,
		Revised
		Database Management Systems(DBMS),
		Components of DBMS Environment,
		Revised
		Revised
SUNDAY - 18.09.2022		
3	September (19-24)	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)		
4	September (27-30) October (1)	Data Models,
		Revised
		Keys.
		Revised
		Revised
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	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)		

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

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

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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
1	September (6-10)	SYALLBUS DISCUSSION
		BUSINESS COMMUNICATION: BASIC FORMS- INTRODUCTION OF COMMUNICATION
		MEANING & DEFINITION OF COMMUNICATION
		COMMUNICATION PROCESS - MEANING AND IMPORTANCE
		COMPONENTS OF COMMUNICATION PROCESS
SUNDAY - 11.09.2022		
2	September (12-17)	ORAL REVISION & TEST
		EFFECTIVE COMMUNICATION SKILLS- INTRODUCTION, CONCEPT AND NEED OF EFFECTIVE BUSINESS COMMUNICATION
		KEY ELEMENTS, FOUNDATIONS OF EFFECTIVE BUSINESS COMMUNICATION
		CONTINUE
		EFFECTIVE BUSINESS COMMUNICATION STRATEGIES
		ESSENTIALS OF EFFECTIVE BUSINESS COMMUNICATION, SEVEN C's OF EFFECTIVE BUSINESS COMMUNICATION
SUNDAY - 18.09.2022		
3	September (19-24)	CONTINUE
		IMPORTANCE OF EFFECTIVE BUSINESS COMMUNICATION
		CONTINUE
		BARRIERS AND GATEWAYS IN COMMUNICATION - INTRODUCTION, CAUSES OF BARRIERS
		CONTINUE...
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	TYPES OF BARRIERS
		CONTINUE
		CONTINUE
		STRATEGIES TO REMOVE BARRIERS TO COMMUNICATION
		CONTINUE
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	COMMERCIAL LETTERS- INTRODUCTION, PHYSICAL APPEARANCE OF BUSINESS LETTER
		CONTINUE
		LAYOUT OR FORMAT OF LETTERS
		CONTINUE
		DO & DON'TS OF BUSINESS WRITING
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

6	October (10-15)	TYPES OF PERSUASIVE LETTERS
		CONTINUE
		PURPOSES OF COLLECTION LETTERS
		CONTINUE
		WRITING BUSINESS AND ACADEMIC REPORTS- INTRODUCTION, OBJECTIVES CONTINUE....
SUNDAY - 16.10.2022		
7	October (17-21)	ASSIGNMENT I - EFFECTIVE COMMUNICATION SKILLS
		FUNCTIONS AND IMPORTANCE OF BUSINESS REPORT
		CONTINUE....
		STRUCTURE OF BUSINESS REPORT CONTINUE
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	ACADEMIC REPORT WRITING- STRATEGIES
		STRUCTURE OF ACADEMIC REPORT
		PRESENTATION OF REPORT
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	CONTINUE
		CONTINUE
		PUBLIC SPEAKING: INTRODUCTION AND IMPORTANCE
		BASIC PRINCIPLES OF PUBLIC SPEAKING AND PRESENTATION
		WAYS OF DELIVERING THE MESSAGE, CONSIDERATION OF PERSONAL ASPECTS
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	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 DELIVERY
		FINAL PHASE
		LISTENING AND NEGOTIATING- INTRODUCTION AND MEANING, NATURE OF NEGOTIATION
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	CONDITIONAL TEST-BARRIERS AND GATEWAYS IN COMMUNICATION
		CONTINUE.....STAGES OF NEGOTIATION
		CONTINUE
		INTERVIEWS AND MEETINGS: INTRODUCTION, APPEARING FOR INTERVIEWS
		CONTINUE...., CONDUCTING INTERVIEW CONTINUE
SUNDAY - 20.11.2022		
12	November (21-26)	MEETING: MEANING & TECHNIQUES OF CONDUCTING MEETING
		CONTINUE
		MECHANISM OF WRITING
		CONTINUE
		EFFECTIVE LISTENING: INTRODUCTION, TYPES OF LISTENING CONTINUE
SUNDAY - 27.11.2022		

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