

NANAK CHAND ANGLO SANSKRIT COLLEGE, MEERUT
DEPARTMENT: COMMERCE FACULTY MEMBER: Dr.S.K.GHAI
WEEKLY STUDY SCHEDULE/LECTURE PLAN

WEEK COMMENCING FROM	CLASS & SECTION	SUBJECT	TOPICS / SUB-TOPICS
13.11.2017 (MON)	B.COM. 2 nd (B)	COST ACCOUNTING	<p>(I) JOB COSTING</p> <ol style="list-style-type: none"> 1. MEANING 2. FEATURES 3. OBJECTIVES 4. DIFFERENCE b/w JOB COSTING & CONTRACT COSTING 5. ADVANTAGES 6. DISADVANTAGES 7. PROCEDURE <p>(II) BATCH COSTING</p> <ol style="list-style-type: none"> 1. MEANING 2. DIFFERENCE b/w JOB COSTING & BATCH COSTING 3. COSTING PROCEDURE 4. ECONOMIC BATCH QUANTITY <p>(III) PROCESS COSTING</p> <ol style="list-style-type: none"> 1. MEANING 2. CHARACTERISTICS 3. SUITABLE INDUSTRIES 4. PRINCIPLES OF PREPARING PROCESS COST ACCOUNTS 5. SPECIMEN OF PROCESS ACCOUNTS 6. OBJECTIVES 7. DIFFERENCE b/w PROCESS COST ACCOUNTING and CONTRACT or JOB COST ACCOUNTING 8. MERITS & DEMERITS 9. MAIN PROBLEMS OF PROCESS ACCOUNTS

WEEK COMMENCING FROM	CLASS & SECTION	SUBJECT	TOPICS / SUB-TOPICS
13.11.2017 (MON)	M.COM. 2 nd YEAR (3 rd SEM)	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	<p>(I) CAPITAL ASSET PRICING MODEL</p> <ol style="list-style-type: none"> 1. THE CAPITAL MARKET LINE 2. THE SECURITY MARKET LINE 3. PRICING OF SECURITIES WITH CAPM <p>(II) PORTFOLIO EVALUATION</p> <ol style="list-style-type: none"> 1. MEANING 2. NEED FOR EVALUATION 3. MEASURING PORTFOLIO RETURN 4. RISK ADJUSTED RETURNS <ol style="list-style-type: none"> (A) SHARPE RATIO (or say, REWARD to VARIABILITY RATIO) (B) TREYNOR RATIO (or say, REWARD to VOLATILITY RATIO) <p>(III) STOCK EXCHANGES</p> <ol style="list-style-type: none"> 1. MEANING 2. FUNCTIONS 3. STOCK MARKETS IN INDIA 4. OTCEI 5. NSE

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13.11.2017 (MON)	B.COM. 1(A) & 1(B)	BUSINESS COMMUNICATION	<p>6. LISTING OF SECURITIES 7. PERMITTED SECURITIES 8. ORGANIZATION 9. MEMBERSHIP 10. MANAGEMENT & REGULATION OF STOCK EXCHANGES</p> <p align="center">(IV) ARBITRAGE PRICING THEORY</p> <p>(I) WRITING SKILLS</p> <ol style="list-style-type: none"> 1. PLANNING 2. FIRST DRAFTING 3. AMENDMENT 4. EDITING 5. REVISION <ol style="list-style-type: none"> A. FIRST REVISION B. SECOND REVISION C. THIRD REVISION 6. POINTS TO CONSIDER WHILE MAKING REVISION 7. GUIDELINES FOR EFFECTIVE WRITING <p>(II) WRITTEN BUSINESS COMMUNICATION</p> <ol style="list-style-type: none"> 1. MEANING 2. FEATURES / CHARACTERISTICS 3. ADVANTAGES 4. DISADVANTAGES 5. IMPORTANCE 6. PLANNING IN WRITTEN BUSINESS MESSAGES <p>(III) WRITTEN BUSINESS COMMUNICATION MEDIUM - LETTERS</p> <ol style="list-style-type: none"> 1. MEANING OF BUSINESS LETTERS 2. KINDS 3. FUNCTIONS 4. OBJECTS OF BUSINESS CORRESPONDENCE 5. UTILITY and IMPORTANCE OF BUSINESS LETTER 6. ESSENTIALS OF A GOOD BUSINESS LETTER <ol style="list-style-type: none"> (A) SUBJECT MATTER CHARACTERISTICS (B) EXTERIOR CHARACTERISTICS 7. ELEMENTS OF AN IMPRESSIVE COMMERCIAL LETTER 8. QUALITIES OF A GOOD LETTER WRITER 9. MAIN CONSTITUENTS OF A GOOD BUSINESS LETTER

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