



Punjab Association's  
**ANNA ADARSH COLLEGE FOR WOMEN**  
(Affiliated to University of Madras)  
**ANNA NAGAR, CHENNAI 600040**

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CRITERION 1

***1.1.1 Curriculum Planning  
and Implementation***

***LESSON PLAN***

**BUSINESS ADMINISTRATION**

**BACHELOR OF BUSINESS  
ADMINISTRATION  
SHIFT II  
LESSON PLAN  
ACADEMIC YEAR 2021-2022**

*R. Hanthi*

*A. Gayathri*

**ANNA ADARSH COLLEGE FOR  
WOMEN**  
**Department of BUSINESS ADMINISTRATION Shift II**  
**LESSON PLAN**  
**Academic year 2021-22**

Name of the staff: **Dr. A. GAYATHRI**

Total Hours: 90

Name of the subject: **FINANCIAL ACCOUNTING**

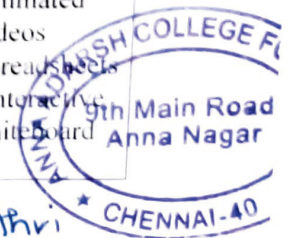
Year/ Semester: I/ Sem 1

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
I	Meaning and scope of Accounting, Basic Accounting Concepts and Conventions – Objectives of Accounting – Accounting Transactions – Double Entry Book Keeping – Journal, Ledger, Preparation of Trial Balance – Preparation of Cash Book.	15	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Spreadsheets</li> <li>● Interactive whiteboard</li> </ul>
II	Preparation of Final Accounts of a Sole Trading Concern – Adjustments Receipts and Payments Account, Income & Expenditure Account and Balance Sheet of Non-Trading Organizations	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Spreadsheets</li> <li>● Interactive whiteboard</li> </ul>
III	Partnership Accounts-Final accounts of partnership firms – Basic concepts of admission, retirement and death of a partner including treatment	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment &amp; Seminar</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Spreadsheets</li> <li>● Interactive whiteboard</li> </ul>
IV	Depreciation – Meaning, Causes, Types – Straight Line Method – Written Down Value Method, Insurance Policy Method, Sinking Fund Method & Annuity Method. Insurance claims – Average Clause (Loss of stock & Loss of Profit)	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment &amp; Seminar</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Spreadsheets</li> <li>● Interactive whiteboard</li> </ul>
V	Single Entry – Meaning, Features, Defects, Differences between Single Entry and Double Entry System – Statement of Affairs Method – Conversion Method	15	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment &amp; Seminar</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Spreadsheets</li> <li>● Interactive whiteboard</li> </ul>

PRINCIPAL  
ANNA ADARSH COLLEGE FOR WOMEN  
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*R. Ravi*

A. Gayathri



**ANNA ADARSH COLLEGE FOR  
WOMEN**  
**Department of BUSINESS ADMINISTRATION Shift II**  
**LESSON PLAN**  
**Academic year 2021-22**

Name of the staff: **Dr. U. THIRIPURASUNDARI** Total Hours: **90**  
Name of the subject: **PRINCIPLES OF MANAGEMENT** Year/ Semester: **I/ Sem I**

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
I	Management: Importance – Definition – Nature and Scope of Management Process – Role and Functions of a Manager – Levels of Management – Development of Scientific Management and other Schools of thought and approaches.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
II	Planning: Nature – Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedures and Methods – Natures and Types of Policies – Decision – making – Process of Decision – making – Types of Decision.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
III	Organizing: Types of Organisations – Organisation Structure – Span of Control and Committees Departmentalisation – Informal Organisation- Authority – Delegation – Decentralisation – Difference between Authority and Power – Responsibility.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Assignment &amp; Seminar</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>

IV	Recruitment – Sources, Selection, Training – Direction – Nature and Purpose. Coordination – Need, Type and Techniques and requisites for excellent Co-ordination – Controlling – Meaning and Importance – Control Process	15	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment &amp; Seminar</li> <li>• Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>
V	Definition of Business ethics - Types of Ethical issues - Role and importance of Business Ethics and Values in Business - - Ethics internal - Ethics External - Environment Protection - Responsibilities of Business	15	<ul style="list-style-type: none"> <li>• Lecture for theory</li> <li>• Assignment</li> <li>• Seminar</li> </ul>	<ul style="list-style-type: none"> <li>• Animated videos</li> <li>• Google forms</li> <li>• Spreadsheets</li> </ul>

VGPSL

R. Shanthi

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**ANNA ADARSH COLLEGE FOR WOMEN**  
**Department of BUSINESS ADMINISTRATION Shift II**

**LESSON PLAN**  
**Academic year 2021-22**

Name of the staff: **Dr. A. GAYATHRI**  
Name of the subject: **BUSINESS COMMUNICATION**

Total Hours: **35**  
Year/ Semester: **I/ Sem II**

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
I	Definition – Methods – Types – Principles of effective Communication – Barriers to Communication – Business Letter – Layout	20	<ul style="list-style-type: none"><li>● Lecture for theory</li><li>● Questioning &amp; Discussions</li><li>● Assignment</li></ul>	<ul style="list-style-type: none"><li>● Animated videos</li><li>● Google forms</li><li>● Spreadsheets</li></ul>
II	Kinds of Business Letters: Interview – Appointment – Acknowledgement – Promotion – Enquiries – Replies – Orders – Sales – Circular – Complaints.	15	<ul style="list-style-type: none"><li>● Lecture for theory</li><li>● Questioning &amp; Discussions</li><li>● Assignment</li></ul>	<ul style="list-style-type: none"><li>● Animated videos</li><li>● Google forms</li><li>● Spreadsheets</li></ul>

*R. Shanthi*

*A. Gayathri*

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**Department of BUSINESS ADMINISTRATION Shift II**  
**LESSON PLAN**

Academic year 2021-22

Name of the staff: **Dr. A. GAYATHRI**

Name of the subject: **MANAGEMENT ACCOUNTING**

Total Hours: **55**

Year/ Semester: **I/ II**

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
I	Management accounting – Meaning, nature, scope and functions, need, importance and limitations – Management Accounting vs. Cost Accounting. Management Accounting vs. Financial Accounting.	15	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
III	Ratio Analysis – Interpretation, benefits and limitations. Classification of ratios - Liquidity, Profitability, turnover, capital structure and Leverage.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
V	Investment decisions; brief introduction of cost of capital; methods of capital budgeting; Average Rate of Returns (ARR), Pay Back Period (PBP), Net present Value (NPV) and Internal Rate of returns (IRR), capital rationing (simple problems on capital budgeting methods).	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Problem solving</li> <li>● Questioning &amp; Discussions</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>

*R. Shanki*

*A. Gayathri*

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**ANNA ADARSH COLLEGE FOR WOMEN**  
**Department of BUSINESS ADMINISTRATION - Shift II**

**LESSON PLAN**  
**Academic year 2021-22**

Name of the staff: **Dr. LEELAVATHY**  
 Name of the subject: **BUSINESS COMMUNICATION**

Total Hours: **55**  
 Year/Semester: **I/ II**

UNIT	CHAPTER	HOURS	METHODOLOGY	ICT TOOLS ADOPTED
III	Bank Correspondence – Insurance Correspondence – Agency Correspondence – Correspondence with Shareholders, Directors.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Questioning &amp; Discussions</li> <li>● Assignment</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
IV	Reports Writing – Agenda, Minutes of Meeting – Memorandum – Office Order – Circular – Notes.	20	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Questioning &amp; Discussions</li> <li>● Assignment</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>
V	Modern Forms of Communication: Fax – Email – Video Conferencing – Internet – Websites and their use in Business.	15	<ul style="list-style-type: none"> <li>● Lecture for theory</li> <li>● Questioning &amp; Discussions</li> <li>● Assignment</li> </ul>	<ul style="list-style-type: none"> <li>● Animated videos</li> <li>● Google forms</li> <li>● Spreadsheets</li> </ul>

*R. Hanthi*

*V. Anitha*

**PRINCIPAL**  
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