

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE
SYJC YEAR PLAN 2019 – 20

Sub: OFFICE MOTIVATION (UA).

MONTH	CHAPTER NAME	DESCRIPTION (THEORY & PRACTICALS)
JUNE 2019	Secretarial work in relation of meeting.	Explanation from teacher. Presentation from students.
JULY 2019	Office Motivation	Explanation & charts
JULY 2019	Office Salary Administration	Explanation & charts
AUGUST 2019	Office Employees Discipline	Explanation & charts
AUGUST 2019	Office Financial services & Banking operations	Explanation through videos on you tube.
SEPTEMBER 2019	Office Forms	Visit to B.S.E for Practical knowledge.
October 2019	Demat account	Explanation & charts
OCTOBER 2019	First term exam	
NOVEMBER & DECEMBER 2019	Demat account & Income Tax	Explanation and charts. And practical sum solving.
JANUARY 2020	Prelim exam	
FEBRUARY 2020	Board exam	

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Sub: ADVANCE FINANCIAL ACCOUNTING(UB).

MONTH	CHAPTER NAME	DESCRIPTION (THEORY & PRACTICALS)
JUNE 2019	Partnership Final Account	Explanation & sum solving
JULY 2019	N.P.O	Explanation & sum solving
JULY 2019	Depreciation	Explanation & sum solving
AUGUST 2019	Consignment account	Explanation & sum solving
AUGUST 2019	Single entry system	Explanation & sum solving
SEPTEMBER 2019	Partnership account (admission of partner)	Explanation & sum solving
October 2019	Partnership account (admission of partner) & Ratio analysis	Explanation & charts
OCTOBER 2019	First term exam	
NOVEMBER & DECEMBER 2019	Partnership account (dissolution of partner)	Explanation And practical sum solving.
JANUARY 2020	Prelim exam	
FEBRUARY 2020	Board exam	

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Sub: ADVANCE COST ACCOUNTING AND AUDITING(UC).

MONTH	CHAPTER NAME	DESCRIPTION (THEORY & PRACTICALS)
JUNE 2019	Reconciliation of Cost& Financial account.	Explanation & sum solving
JULY 2019	Marginal costing	Explanation & sum solving
JULY 2019	Audit report.	Explanation & writing of audit report
AUGUST 2019	Standard costing	Explanation & sum solving
AUGUST 2019	Vouching	Explanation & solving vouchers
SEPTEMBER 2019	Budget and budgetary control	Explanation & sum solving
October 2019	Verification and valuation of assets and liabilities.	Explanation
OCTOBER 2019	First term exam	
NOVEMBER &DECEMBER 2019	Contract account	Explanation And practical sum solving.
JANUARY 2020	Prelim exam	
FEBRUARY 2020	Board exam	

