



**BUSINESS COMMUNICATION** B.Com. T

MONTH	PROPOSED TEACHING
SEP. 21	Introduction Business Communication, Communication models & Process, Theories of Communication,
OCT. 21	Self-development and Communication, SWOT
NOV. 21	Corporate Communication:
DEC. 21	Group discussions, Seminars, Effective listening, Audience analysis & Feedback.
JAN. 22	Writing Skill
FEB. 22	Report Writing, Oral Presentation
MAR. 22	Non-verbal Aspects of Communication: Interviewing Skill, Modern Forms of communication. International Communication for global business.
APR. 22	REVISION

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COST ACCOUNTING B. Com. II

MONTH	PROPOSED TEACHING
NOV. 21	Cost Accounting - Introduction, Installation of costing systems.
DEC. 21	Cost Audit, Accounting for material.
JAN. 22	Accounting for Labour & Overheads.
FEB. 22	Unit Costing, Contract Costing, Operating Costing
MAR. 22	Process Costing, Cost Records.
APR. 22	Reconciliation of Cost and financial accounts, Break even point.

AKASH







# INDIRECT TAX

R. Com III

MONTH	PROPOSED TEACHING
NOV. 21	Customs Act, 1962 - Basis.
DEC. 21	Chhattisgarh Excise Duty
JAN. 22	Introduction to G.S.T. GST Council
FEB. 22	Registration under G.S.T. Procedure relating to Levy E-way bill
MAR. 22	Assessment and Returns under GST.
APR. 22	Revision.

Month

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