

Sacred Heart College (Autonomous)

Department of Commerce Self Finance

B. COM COMPUTER APPLICATION(S/F)

Course plan

Academic Year: 2015 - 2016

Semester III

Course Structure

Course Code	Title Of The Course	No. Hrs./Week	Credits	Total Hrs./Sem
U3CCENG3	Language-English	3	3	54
U3RCOM7	Marketing Management	5	4	90
U3RCOM8	Financial Accounting	5	4	90
U3COCOM3	E-Commerce and General Informatics	4	4	72
U3RCOM9	Business Management	3	2	54
U3OPCCA1	Information Technology For Business	5	3	90

COURSE PLAN

PROGRAMME	B.COM COMPUTER APPLICATION	SEMESTER	3
COURSE CODE AND TITLE	U3CCENG03: INDIA RETOLD: READINGS ON INDIAN POLITY, SECULARISM AND SUSTAINABILITY	CREDIT	4
HOURS/WEEK	3	HOURS/SEM	54

COURSE OBJECTIVES

- To understand the mechanics of English language and elucidate the meaning of Indian Polity, Secularism and Sustainability
- To comprehend the cultural moorings of a globalized society through the fundamental reading of literary texts
- To interpret the secular and pluralistic traditions of Imperial India
- To Create awareness about the evolution of a sustainable environment in a globalized world
- To evaluate the evolving condition of a politically acclaimed world, concerning ecological and anthropological conditions.
- To respond to the problematic scenarios concerning politics, environment and ideology through literary devices in the form of research papers.

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	On the Constitution of India	PPT/Lecture
2	On the Constitution of India	PPT/Lecture
3	On the Constitution of India	Lecture
4	A Dialogue on Democracy	PPT/Lecture
5	A Dialogue on Democracy	PPT/Lecture
6	A Dialogue on Democracy	Lecture
7	The Choice Before Us	PPT/Lecture
8	The Choice Before Us	PPT/Lecture
9	The Choice Before Us	Lecture
10	Signs of Change	PPT/Lecture
11	Signs of Change	PPT/Lecture
12	Signs of Change	Lecture
13	Heaven of Freedom	PPT/Lecture
14	Heaven of Freedom	PPT/Lecture
15	Heaven of Freedom	Lecture
16	Brother Abdul Rahman	PPT/Lecture
17	Brother Abdul Rahman	Lecture
18	Revision	
	CIA – I	
	MODULE II	
30	Can You Make Out Lecture	
31	Roots	PPT/Lecture
32	Roots	Lecture
33	Roots	Lecture
34	Roots	Lecture
35	Presentation	Lecture
36	Revision	
MODULE III		
37	Deep Ecology	PPT/Lecture
38	Deep Ecology	Lecture
39	Deep Ecology	Lecture
40	A Different Kind of Perspective	PPT/Lecture
41	A Different Kind of Perspective	Lecture
42	A Different Kind of Perspective	Lecture
43	Earth's Carrying Capacity	PPT/Lecture
44	Earth's Carrying Capacity	Lecture
45	Earth's Carrying Capacity	Lecture
46	What the Elements have taught me?	PPT/Lecture
47	What the Elements have taught me?	Lecture
48	What the Elements have taught me?	Lecture
49	What the Elements have taught me?	Lecture

50	In the Flood	PPT/Lecture
51	In the Flood	Lecture
52	In the Flood	Lecture
53	In the Flood	Lecture
54	Revision	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Presentations
2	Role Plays

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Group Discussions
2	Performances

References

India Retold: Readings on Indian Polity, Secularism and Sustainability

COURSE PLAN

PROGRAMME	BCOM. COMPUTER APPLICATION(S/F)	SEMESTER	3
COURSE CODE AND TITLE	U3RCOM7: MARKETING MANAGEMENT	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90

COURSE OBJECTIVES

- To help students to understand the concept of marketing and its applications.
- To make the students aware of modern methods and techniques of marketing.

SESSION	TOPIC	LEARNING RESOURCES
MODULE 1		
1	Introduction to marketing	PPT/Lecture
2	Evolution of marketing, concepts of marketing	PPT/Lecture
3	Definition ,needs, wants and demand of marketing.	PPT/Lecture
4	Features, importance,scope and limitations of marketing.	PPT/Lecture
5	Marketing process, market – definitions	PPT/Lecture
6	Levels of market, features of market	PPT/Lecture
7	Types of market	PPT/Lecture
8	Difference between market and marketing , difference between selling and marketing	PPT/Lecture
9	Marketing Mix – definition, features	PPT/Lecture
10	Elements of marketing mix, factors influencing marketing mix.	PPT/Lecture
MODULE II		
11	Introduction	
12-14	Market segmentation – definition, features, importance	PPT/Lecture
15-17	Market segmentation- benefits, limitations and process	PPT/Lecture

18-19	Prerequisites and bases for effective segmentation	PPT/Lecture
20-21	Target market, target marketing and market targeting.-difference between all, process, types	PPT/Lecture
22-23	Consumer behaviour - definition, features, benefits.	PPT/Lecture
24-26	Consumer behaviour-factors influencing, types.	PPT/Lecture
27-29	Revision	
30	Viva /Test	
CIA- I		
MODULE III		
31	Introduction to module -3	PPT/Lecture
32-33	Marketing of products-	Disc ussion and PPT
34-36	-Product-Meaning	Disc ussion and PPT
37-38	-Product development	PPT/Lecture
39-41	Product mix	PPT/Lecture
42	PLC	PPT/Lecture
43-45	Product line, product life cycle – advantages, limitations.	PPT/Lecture
46-48	Branding – objectives, need and importance, types.	PPT/Lecture
49	Trademark –need and importance, product standardization	PPT/Lecture
50	Labeling – functions, types.	Disc ussion and PPT
51	-Pricing of products	Disc ussion and PPT
52	-Factors influencing pricing	Disc ussion and PPT
53	-Pricing policies	Disc ussion and PPT
54	Pricing strategies	Disc ussion and PPT
55	-Types of pricing.	Disc ussion and PPT
MODULE IV		
56	Introduction to module -4	PPT/Lecture
57-58	Physical Distribution – definitions, features	PPT/Lecture
59	Importance of Physical distribution	PPT/Lecture
60-61	Logistics – Definition – Features	PPT/Lecture
62	Elements of Logistics/ Logistics Mix	PPT/Lecture

63	Process of Logistics	PPT/Lecture
64-65	Introduction to Supply chain Management – Definition - Features	PPT/Lecture
66-67	Channels of Distribution – Introduction – Importance	PPT/Lecture
68	Types of Channels	PPT/Lecture
69	Functions of various intermediaries in the distribution channels	PPT/Lecture
70	Factors affecting the choice of channel of distribution	PPT/Lecture
	CIA	
	– II	
MODULE V		
71	Introduction to module	PPT/Lecture
72-73	Emerging trends in marketing	PPT/Lecture
74	Modern marketing	PPT/Lecture
75	Direct marketing--	PPT/Lecture
76	EMarketing-	PPT/Lecture
77	Tele marketing	PPT/Lecture
78	Viral marketing	PPT/Lecture
79	-Relationship marketing-	PPT/Lecture
80	Social marketing	PPT/Lecture
81	Demarketing	PPT/Lecture
82	-Remarketing	PPT/Lecture
83	Synchro marketing-	PPT/Lecture
84	Service marketing	PPT/Lecture
85-90	Revision	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Prepare a report on the Marketing Mix selected by a particular firm and their effectiveness
2	How does Marketing Utility help a firm in their success?

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	To develop a product or service of their own and that product have to be marketed in the class, covering the elements of marketing mix.

References

- Kotler Philip and Koshy Abraham: Principles of Marketing, Revised edition, Pearson publication.
- Kotler Philip, Keller Lane [Keven](#), Fifteenth Edition, Pearson publication.

Web resource references:

- <https://www.enotesmba.com/2013/01/marketing-management-notes.html>

COURSE PLAN

PROGRAMME	BCOM COMPUTER APPLICATION(S/F)	SEMESTER	3
COURSE CODE AND TITLE	U3RCOM8, FINANCIAL ACCOUNTING	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90

COURSE OBJECTIVES

To familiarize the students with the accounting principles and practices of various types of business other than companies.

SESSIONS	TOPIC	LEARNING RESOURCES
MODULE I		
1-2	Accounting-definition-objectives-function	Discussion/PPT
3-5	GAAP	Discussion/PPT
6-7	Trial balance	Discussion/Practical problems
8	Trading and profit and loss account	Discussion/Practical problems
9-10	Balance sheet	Discussion/Practical problems
11-17	Preparation of final accounts with adjustments	Problem solving
18-20	Rectification of entries-classification of errors	Discussion/Practical problems
MODULE II		
21-22	Accounts of incomplete records-Features of single entry	Lecturing/PPT
23-24	Distinguish between single entry and double entry-Defects of double entry	Lecturing/PPT
25-27	-Profit determination under single entry	Problem solving
28-32	Capital comparison method	Problem solving
33-35	Conversion method	Problem solving
36-37	Steps for the conversion of single entry in to double entry	Problem solving
38-40	Preparation of Trading and profit and loss account under conversion method	Problem solving
CIA I		
MODULE III		
41-42	Royalty accounts-introduction-accounting procedure	Lecturing/PPT
43	accounting procedures with simple examples	Problem solving
44-46	Illustrations	Problem solving

47-48	Accounting procedures with simple examples	Problem solving
49-51	Illustrations	Problem solving
52-53	Adjustments in the event of strike and lock out	Problem solving
54-55	copy right royalty-illustrations	Problem solving
MODULE IV		
56-57	Branch accounts-objectives-features and types	Lecturing/PPT
58-59	Debtors system-Journal entries	Lecturing/PPT
60-65	adjustments of invoice price	Problem solving
66-71	stock and debtors system-journal entries	Problem solving
72-75	incorporation of branch trial balance	Problem solving
MODULE V		
76-78	Accounting for consignment-meaning-important terms	Lecturing/PPT
79-81	Accounting procedures with examples	Lecturing/PPT
82-87	Valuation of stock	Problem solving
88-90	Invoice price/ normal and abnormal loss	Problem solving
CIA II		

	Topic of Assignment	Nature of assignment
1	GAAP and Accounting standards	Descriptive
2	Practical problems	Problem Solving

BASIC REFERENCES

- Jain S P and Narang K L , Advnced Accountancy
- Maheswari S N and Maheswari S K Advanced Accounting
- Dr. S Mshukla and Dr. S P Gupta, Advanced Accounting
- NaseemAhammed, Financial Accounting
- K G C Nair,Financial Accounting

COURSE PLAN

PROGRAMME	BCOM. COMPUTER APPLICATION(S/F)	SEMESTER	3
COURSE CODE AND TITLE	U3COCOM3 E-COMMERCE AND GENERAL INFORMATICS	CREDIT	4
HOURS/WEEK	4	HOURS/SEM	72

COURSE OBJECTIVES

The objective of this course is to make the students familiar with the mechanism of conducting business transactions through electronic media.

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	Overview of Electronic Commerce	PPT
2, 3	Introduction to E-commerce	PPT/Lecture
4, 5	Concepts, features and functions	PPT/Lecture
6,7	Operation of e-commerce	Discussion
8, 9	Infrastructure for E-commerce	PPT/Lecture
9, 10	Application of E-Commerce in Direct Marketing and Selling	PPT/Lecture
11, 12	Value Chain Integration, Supply chain management	Discussion
13	Corporate Purchasing,	PPT/Lecture
	Financial and Information Services	
MODULE II		
14,15,16	E-Commerce Models and Strategies	PPT/Lecture
17,18	B2B, B2C, C2C C2B	Lecture
19, 20	Business Models for E-Commerce	Lecture
21, 22	Brokerage Model, Aggregator Model, Info-mediary model	Practical
23,24	Electronic Data Interchange	Lecture
25,26	Value chain model, Manufacturer model	Lecture
	Community Model, Value chain model, Manufacturer model, Advertising Model	Discussion
22,23	Mobile Commerce and Web Commerce	PPT/Lecture
24, 25, 26	Introduction to ERP-	PPT/Lecture
27, 28	Components- Meaning, purpose, advantages and disadvantages of transacting online	PPT/Lecture

MODULE III		
30, 31	Electronic Payment Systems	PPT/Lecture
32, 33, 34	Overview of Electronic Payment Systems	PPT/Lecture
35, 36, 37	Cybercash (Customer to Merchant Payments, Peer to Peer Payments, Security)	PPT/Lecture
38	Smart Card (Card Types, Closed or Open Security, Privacy, Card Costs, Non Card Costs)	Lecture
39, 40, 41, 42	Electronic Banking,	Lecture
43, 44, 45, 46	Electronic Fund Transfers	PPT/Lecture
47, 48, 49	Electronic Fund Transfers	Practical
50	Revision	Discussion
MODULE IV		
51, 52	E-Commerce Security-Introduction to Security Passwords	PPT/Lecture
53,54	Viruses, and Firewalls	PPT/Lecture
55	Encryption (PGP, HTTPS, and SSL)	PPT/Lecture
56	digital signature digital certificate, the e-commerce security environment	PPT/Lecture
57	threats in the E-commerce environment	PPT/Lecture
58	security intrusions and breaches attacking methods, sniffing	Discussion
59	cyber-vandalism	PPT/Lecture
60	technology solutions	PPT/Lecture
MODULE V		
61,62	Setting up of E-Commerce Business	PPT/Lecture
62, 63	Web development Promotion of the web sites	PPT/Lecture
63, 64	Trust building, Loyalty building	Discussion
65, 66	Online transactions Management and Control	PPT/Lecture
67, 68	Marketing and branding	PPT/Lecture
69, 70	Product delivery Settlement	Discussion
71-72	Revision	PPT/Lecture
CIA – II		

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	Recently developed ecommerce models

2	Developing a website of your own
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GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	Product delivery Settlement
2	Electronic Payment Systems

References

- E-Commerce, the Cutting Edge of Business: Kamalesh K Bajaj and Debjani Nag, TMH
- E-Commerce: Schneider, Thomson Publication
- Business on the net: An Introduction to the whats and hows of e-commerce:
Agarwala and Lal, Macmillan India Ltd
- E-Commerce: An Indian Perspective, P.T.Joseph, S.J., PHI
- Doing Business on the Internet E-Commerce (Electronic Commerce for Business) S. Jaiswal, Galgotia Publications.
- Lesikar, R.V. & Flatley, M.E. Basic Business Communication Skills for Empowering Internet Generation. Tata, McGraw Hill Publishing Company Ltd, New Delhi.
- Web Commerce Technology handbook: Daniel Minoli and Emma Minoli

Web resource references:

- <https://en.wikipedia.org/wiki/>

COURSE PLAN

PROGRAMME	BCOM. COMPUTER APPLICATION(S/F)	SEMESTER	3
COURSE CODE AND TITLE	U3RCOM9 E-COMMERCE AND GENERAL INFORMATICS	CREDIT	2
HOURS/WEEK	3	HOURS/SEM	54

COURSE OBJECTIVES

To familiarize the students with the concepts and principles of Management

Session No	Topic	Comments/Notes
MODULE 1		
1.	MANAGEMENT Introduction	PPT
2.	characteristics	PPT/Lecture
3.	Management Functions (POSD CORB)	PPT/Lecture
4.	Management Functions (POSD CORB)	PPT/Lecture
5.	Management as a Science	PPT/Lecture
6.	Management as, Art	Lecture
7.	Management as profession	Lecture
8.	Fayol's Management Principles	Lecture
9.	CSR- IMPORTANCE	PPT/Lecture
10.	Management as administration	PPT/Lecture
11.	Comparison of Fayol and Taylor	PPT/Lecture
12.	Emergence of Japan as an industrial giant	discussion
MODULE 2		
13.	PLANNING – Introduction	PPT/Lecture
14.	Nature – Importance	CSR
15.	Steps in Planning	Lecture
16.	Planning Premises	Lecture

17.	Types of Plan	Lecture
18.	Types of Plan	PPT/Lecture
19.	Strategic Planning	PPT/Lecture
20.	MBO	PPT/Lecture
MODULE 3		
21.	Organising - Nature	PPT
22.	purpose of organisation,	PPT/Lecture
23.	Principles of organisation -	PPT/Lecture
24.	Types of organization	PPT/Lecture
25.	Organisation Chart	PPT/Lecture
26.	Organisation manual-	Lecture
27.	Departmentation, Committees	Lecture
28.	Deligation of Authority	Lecture
29.	Responsibility and accountability	PPT/Lecture
30.	Centralisation Vs decentralisation of authority	PPT/Lecture
31.	importance of staffing	PPT/Lecture
32.	Nature of staffing	PPT
33.	Process of selection	PPT/Lecture
34.	Process of recruitment	PPT/Lecture
MODULE 4		
35.	Discussion – Directing and its nature	PPT
36.	Motivation and nature of motivation	PPT/Lecture

37.	Importance of motivation	PPT/Lecture
38.	Discussion-Theories of motivation	PPT/Lecture
39.	Maslow's need hierarchy theory – propositions and criticisms	PPT/Lecture
40.	Frederick Herzberg's two factor theory	Lecture
41.	Douglas McGregor's Human resource approach ,Clayton Paul Alderfer's ERG theory	Lecture
42.	Leadership and its styles	Lecture
43.	Managerial Grid by Blake and Mounon-Likert s Four level model	PPT/Lecture
44.	Coordination its meaning and importance	PPT/Lecture
MODULE 5		
45.	Controlling	PPT
46.	meaning	PPT/Lecture
47.	Steps in controlling	PPT/Lecture
48.	Essentials of a good control system	PPT/Lecture
49.	Management by control	PPT/Lecture
50.	Methods of establishing control	PPT/Lecture
51.	MBE –Advantages and disadvantages	PPT/Lecture
52.	REVISION	
53.	REVISION	
54.	REVISION	

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	CSR – Report of any firm

GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	Detailing selection process

References

1. Koontz & O Donnell, Management.
2. Appaniah & Reddy, Essentials of Management.
3. L M Prasad, Principles of management.
4. Rustum & Davan, Principles and practice of Management.
5. Srinivasan & Chunawalla, Management Principles and Practice.
6. S V S Murthy, Essentials of Management

Optional Course 1 – Information Technology for Business

PROGRAMME	BCOM COMPUTER APPLICATION	SEMESTER	3
COURSE CODE AND TITLE	U3OPCCA1 INFORMATION TECHNOLOGY FOR BUSINESS	CREDIT	3
HOURS/WEEK	5	HOURS/SEM	90

OBJECTIVES:

The objective of this course is to make students;

1. Aware of the role of information technology in business.
2. Capable of developing web pages for business and
3. Acquaint with internet as a knowledge management tool

SESSION	TOPIC	LEARNING RESOURCES
MODULE I		
1	What is IT, CT and ICT. Why do we need Internet?	PPT
2, 3	Clarification of objectives, Assignments, Expectations, Internal marks, Practical works, record, Lab hours, Groups division.	PPT/Lecture
4, 5	Introduction to Information Technology: Information and Communication Technology (ICT) Information systems E-World- classifications	PPT/Lecture
6,7	Lab	Practical
8, 9	Introduction to Information Technology Act; Computer Architecture: Input Hardware- Processing & Memory Hardware Storage Hardware Output Hardware Communication Hardware	PPT/Lecture
9, 10	PPT on the topic Computer Architecture: Input Hardware- Processing & Memory Hardware Storage Hardware Output Hardware Communication Hardware and Discussion	PPT/Lecture
11, 12	Lab	Practical
13, 14	Computing Technology: Cloud computing with PPT, Computer memory-primary &secondary memory, Hardware, Firm ware, Live- ware, Software, Compiler and Interpreter.	PPT/Lecture

MODULE II		
15, 16	Discussion on Operating Systems, Concept of operating system WINDOWS, UNIX & LINUX - versions, Windows XP:	PPT/Lecture
17, 18	Managing files & folders	Lecture
	Lab	Practical
18, 19	Database structure: character, field, record, file, directory, drive	Lecture
20, 21	Lab	Practical
22, 23	Windows Explorer - Understanding your computer	Lecture
24	customization configuring screen, mouse, Printer System Tools- Customizing windows, Protecting computer.	Lecture
25, 26	Lab	Practical
27, 28	Class by an outside resource person on Cyber security	PPT/Lecture
29		
MODULE III		
30, 31	Network & Communications	PPT/Lecture
32, 33, 34	Protocols in Computer communications	PPT/Lecture
35, 36	Wired & Wireless communication	PPT/Lecture
37, 38	Future of communications Satellite Based systems, systems Beyond 3G to 4G-	Lecture
39, 40, 41	Networks- Benefits of networks	Lecture
42, 43	Types of networks- . MANs, LANs, WLANs Types of LANs	PPT/Lecture
44, 45	Lab	Practical
46, 47	LANs Intranet, Extranet Networks Sharing data and hardware in a LAN environment	PPT/Lecture
48, 49	Networks Sharing data and hardware in a LAN environment	PPT/Lecture

50	Lab	Practical
	MODULE IV	
51, 52	HTML & Webpage: Introduction to HTML	PPT/Lecture
53, 54	Essentials Static & Dynamic Web pages Structure of a Web Page	Lecture
55, 56	Lab	Practical
57, 58	Designing web pages - HTML Tags Text Formats-working with text presenting and arranging text Paragraphs	PPT/Lecture
59, 60	Tables in HTML- working with Links, lists, Images, Audio & Video	PPT/Lecture
61, 62	Lab	Practical
63, 64	Tables in HTML- working with Links, lists, Images, Audio & Video	PPT/Lecture
65, 66	Forms & Frames Website Management	PPT/Lecture
	MODULE V	
67, 68	Internet: Exploring Cyberworld ,Internet networking concepts	PPT/Lecture
69, 70	Devices, Internet Basics History & Architecture -ISP TCP/IP	PPT/Lecture
71, 72	Lab	Practical
73, 74	Basics- Domain Name System (DNS) -Wireless internet Mobile IP Mobile TCP GPRS WAP Web services Search Engines	PPT/Lecture
75, 76	searching, downloading and saving webpages, Web browsers Internet Explorer-Mozilla FireFox	PPT/Lecture
77, 78	Lab	Practical
79, 80	controlling browser options - Book marks Favourites RSS Internet Terminology -Blogging Podcast.	PPT/Lecture
81, 82	Lab	Practical
83, 84	Email- POP3 IMAP - Video Conferencing	PPT/Lecture
85, 86	Lab	Practical
87, 88	Internet as a knowledge management tool.	PPT/Lecture
89, 90	Revision	Lecture

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	Cloud Computing Lab Book – Html programs, Files and Folders
2	Record

GROUP ASSIGNMENTS/ACTIVITES – Details & Guidelines

	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	Cloud Computing Lab Book – Html programs, Files and Folders
2	Record

References

- Database Management System for Business (Dr. Antony Thomas) ,
- Indian Journal of Public Administration
- Journal of Health Management, Indian Journal of Social work
- Economic and Political Weekly.

Web resource references:

- <https://en.wikipedia.org/wiki/>

Practical Training:

- 1.Designing tables
2. Designing relationships between tables.
- 3.Creating simple queries
4. Creating summary query, update query, delete query, append query, crosstab query.
- 5.Creating forms
- 6.Creating Reports.