

Sacred Heart College (Autonomous)

Department of Commerce Self Finance

BCOM Computer Application (S / F)

Course plan

Academic Year: 2016 - 17

Semester VI

COURSE PLAN

| | | | |
|-----------------------|-----------------------------------|----------|---|
| PROGRAMME | BCom CA (S/F) | SEMESTER | 6 |
| COURSE CODE AND TITLE | U6RCOM15: APPLIED COST ACCOUNTING | CREDIT | 4 |
| HOURS/SEM | 90 | | |

OBJECTIVES:

1. To acquaint the students with different methods and techniques of costing.
2. To enable the students to identify the methods and techniques applicable for different types of industries.

| SESSION | TOPIC | LEARNING RESOURCES |
|---------|---|--------------------------|
| | MODULE I Introduction to the application of costing methods and techniques in business decision making | |
| 1 | Methods of costing | Discussion |
| 2 | Techniques of costing | Discussion |
| 3 | Job costing – Meaning- Procedure | Lecturing and discussion |
| 4 | Accounting for job costing | Problem |
| 5, | Preparation of job cost sheet | Problem |
| 6 | Batch costing- Meaning- Procedure | Lecture |
| 7 | Economic Batch Quantity | Lecture/ Problem |
| 8 | Calculation of EBQ | Explaining with examples |
| 9 | Preparation of Batch Cost Sheet | Lecture/ Problem |
| 10 | Operating costing | Power point presentation |
| | MODULE-2 Contract Costing | |
| 11 | Contract Costing-Meaning-Features | Lecture |
| 12 | Work certified and uncertified | Lecture |

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| 13 | determination of profit on incomplete contract | Lecture/problem solving |
| 14 | Work-in-progress | Lecture/problem solving |
| 15 | Balance Sheet | Lecture/problem solving |
| 16 | Escalation clause | Lecture/problem solving |
| 17 | Retention money | Lecture/problem solving |
| 18 | Cost plus contract. | Lecture/problem solving |
| 19-25 | Preparation of contract accounts on completed contract and incomplete contract | Lecture/problem solving |
| | CIA – 1 | |
| | MODULE-3 Process costing | |
| 26 | Process accounts -meaning and features | Lecture/problem solving |
| 27 | Process losses | Lecture/problem solving |
| 28 | Abnormal Gain and its treatment | Lecture/problem solving |
| 29-35 | Preparation of process accounts | Lecture/problem solving |
| 36 | Joint products ,By- products and Co-products – Difference between joint products , by- products and co- products | Lecture/problem solving |
| 37-45 | Methods of apportioning joint cost- Methods of Accounting by products | Lecture/problem solving |
| | MODULE -4 Marginal Costing | |
| 46 | Marginal Costing Meaning-Definition | Lecture and Problem solving |
| 47 | Difference between Marginal costing and Absorption costing and differential costing | Lecture and Problem solving |
| 48 | Advantages and disadvantages | Lecture and Problem solving |

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| 49 | Break Even Analysis | Lecture/problem solving |
| 50 | Cost Volume Profit analysis | Lecture/problem solving |
| 51 - 56 | Simple break even chart | Lecture/problem solving |
| 57-70 | - Decision making -Pricing decisions-Key factor-Make or buy- Sales mix-acceptance of order. | Lecture/problem solving |
| | CIA – 2 | |
| | MODULE-5 Budget and budgetary control | |
| 71 | Meaning and definition- Objectives of budgetary control | Lecture |
| 72 | advantages and disadvantages | Lecture |
| 73 | Forecast and budget | Lecture |
| 74 | Preliminaries for the installation of a system of budgetary control Budget centre-Budget manual-Budget committee | Lecture |
| 75-85 | Preparation of cash budget and flexible budget | Lecture/problem solving |
| 86 | Performance budgeting. | Lecture/problem solving |
| 87-90 | Revision and question paper discussion | |

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

| | Topic of Assignment | Nature of assignment |
|---|---|----------------------|
| 1 | Application of marginal costing for decision making | Problem |
| 2 | Preparation of Budget | Problem Solving |

References

SUGGESTED READINGS

Jain. S.P and Narang.K.L : Advanced Cost Accounting

Prasad.N.K : Advanced Cost Accounting

Khan.M.Y and Jain.P.K : Advanced Cost Accounting

ThulsianP.C : Practical Costing

Arora.M.N : Principles and Practice of Cost Accounting

M.L Agarwal : Advanced Cost Accounting

Bendrey, Essentials Of Management Accounting.

Murthy R.V.V, Cost and Management Accounting.

Web resource references:

<https://www.accountingnotes.net/cost-accounting/marginal-costing>

<https://www.tutorialspoint.com/accounting>

COURSE PLAN

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|-----------------------|--|-----------|----|
| PROGRAMME | BCom CA (S/F) | SEMESTER | 6 |
| COURSE CODE AND TITLE | U6PCOM2: PRINCIPLES OF BUSINESS DECISION | CREDIT | 4 |
| HOURS/WEEK | 5 | HOURS/SEM | 90 |

OBJECTIVES:

- 1.To familiarize the students with the economic principles and theories underlying various business decisions.
2. To equip the students to apply the economic theories in different business situations.

| SESSION | TOPIC | LEARNING RESOURCES |
|------------------|---|--------------------|
| MODULE I | | |
| 1 | Decision making- Definition of decision and decision making | PPT |
| 2 | Importance of decision making | PPT/Lecture |
| 3 | Steps in decision making | PPT/Lecture |
| 4 | Steps in decision making | |
| 5 | Types of decisions- | PPT/Lecture |
| 6 | Decision making environment Elements of a decision | PPT/Lecture |
| 7 | Theories | PPT/Lecture |
| 8 | Areas where economic theories can be applied for business decision making | PPT/Lecture |
| 9 | Application of economic theories in decision making- | Lecture |
| 10 | Revision | Lecture |
| MODULE II | | |
| 11 | Demand analysis | PPT/Lecture |
| 12 | Demand meaning | CSR |
| 13 | Definition | Lecture |
| 14 | Law of demand | Lecture |
| 15 | Determinants of law | Lecture |
| 16 | Exceptions to the law of demand | PPT/Lecture |
| 17 | Elasticity of demand | PPT/Lecture |
| 18 | Price elasticity | PPT/Lecture |
| 19 | Price elasticity | PPT/Lecture |
| 20 | Income elasticity | Lecture |
| 21 | Income elasticity | PPT/Lecture |

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| 22 | Advertisement elasticity | PPT/Lecture |
| 23 | Advertisement elasticity | PPT/Lecture |
| 24 | Cross elasticity | PPT/Lecture |
| 25 | Cross elasticity | PPT/Lecture |
| 26 | Uses of price, income, advertisement and cross elasticities | PPT/Lecture |
| 27 | Demand forecasting | PPT/Lecture |
| 28 | Short term forecasting | PP PPT/Lecture |
| 29 | Short term forecasting | PPT/Lecture |
| 30 | Long term forecasting | PPT/Lecture |
| 31 | Methods of forecasting | PPT/Lecture |
| 32 | Methods of forecasting | PPT/Lecture |
| 33 | Forecasting the demand for new product | PPT/Lecture |
| 34 | Problems of income , price cross and advertisement elasticity | |
| 35 | Revision | |
| MODULE III | | |
| 36 | Production analysis | PPT/Lecture |
| 37 | Production function | PPT/Lecture |
| 38 | Cobb Douglas production function | PPT/Lecture |
| 39 | Laws of production | Lecture |
| 40 | Law of diminishing returns | Lecture |
| 41 | Law of returns to scale | PPT/Lecture |
| 42 | Economies of scale | PPT/Lecture |
| 43 | Dis economies of scale | PPT/Lecture |
| 44 | Isoquant curve | PPT/Lecture |
| 45 | Iso cost curve | Lecture |
| 46 | Optimum combination of input | PPT/Lecture |
| 47 | Least cost input combination | PPT/Lecture |
| 48 | Law of returns | PPT/Lecture |
| 49 | Business decisions | PPT/Lecture |
| 50 | Revision | PPT/Lecture |
| 55 | Cost analysis | PPT/Lecture |
| 56 | Pricing theory | PPT/Lecture |
| 57 | Objectives | PPT/Lecture |
| 58 | Role of cost in pricing | PPT/Lecture |
| 59 | Accounting cost | PPT/Lecture |
| 60 | Long run and short run | PPT/Lecture |
| 61 | Cost out put relations | PPT/Lecture |
| 62 | Market conditions | PPT/Lecture |
| 63 | Theories of price determination under perfect competition | PPT/Lecture |
| 64 | Price output determination under perfect competition | PPT/Lecture |
| 65 | Monopoly | PPT/Lecture |
| 66 | -monopolistic competition | PPT/Lecture |

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| 67 | Oligopoly | PPT/Lecture |
| 68 | Price discrimination | PPT/Lecture |
| 69 | Price discrimination | PPT/Lecture |
| 70 | Kinked demand curve | PPT/Lecture |
| 71 | Price leadership | PPT/Lecture |
| 72 | Price leadership | PPT/Lecture |
| 73 | Pricing under collusion | PPT/Lecture |
| 74 | Revision | |
| 75 | Revision | |
| 76 | Business cycle | PPT/Lecture |
| 77 | Introduction | PPPT/Lecture |
| 78 | Phases of business cycle causes and indicators | PPT/Lecture |
| 79 | Theories of business cycle | PPT/Lecture |
| 80 | Theories | PPT/Lecture |
| 81 | Business decision | PPT/Lecture |
| 82 | Revision | |
| 83 | Uses of business cycle | PPT/Lecture |
| 84 | Revision | |
| 85 | Theories | PPT/Lecture |
| 86 | Viva | |
| 87 | Viva | |
| 88 | Revision | |
| 89 | Revision | |
| 90 | Revision | |

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

| | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|---|
| 1 | Laws of production |

References

- Maheswari.K.L and Varshney : Managerial EconomicsMaheswari.K.L and Varshney : Managerial Economics
- Samuel, Mote and Paul :Managerial Economics
- Pylee.M.V and Sankaranarayan.K.C :Managerial Economics
- Dwivedi.N.D: Managerial Economics
- Reddy P.N and Appanniah. H. R : Principles of Business Economics

COURSE PLAN

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|-----------------------|-------------------------------|-----------|----|
| PROGRAMME | BCom CA (S/F) | SEMESTER | 6 |
| COURSE CODE AND TITLE | U6CRCOM16: PRACTICAL AUDITING | CREDIT | 3 |
| HOURS/WEEK | 5 | HOURS/SEM | 90 |

OBJECTIVES:

1. To familiarize the students with the principles and procedure of auditing.
2. To enable the students to understand the duties and responsibilities of auditors and to undertake the work of auditing.

| SESSION | TOPIC | LEARNING RESOURCES |
|------------------|--|--------------------|
| MODULE I | | |
| 1. | Auditing-Meaning-Scope-Objectives | PPT/Lecture |
| 2. | Types of Audit - Merits and demerits | PPT/Lecture |
| 3. | Audit programme, features, advantages,Disadvantages | PPT/Lecture |
| 4. | Features of Audit programme | PPT/Lecture |
| 5. | Advantages and Disadvantages of Audit Programme | PPT/Lecture |
| 6. | Audit notebook, features, advantages,Disadvantages | PPT/Lecture |
| 7. | Audit working paper,Evidences | PPT/Lecture |
| 8. | Considerations before commencing an audit | PPT/Lecture |
| 9. | Routine checking and test checking | PPT/Lecture |
| 10. | Qualifications of an auditor | PPT/Lecture |
| 11. | Qualifications of an auditor | PPT/Lecture |
| 12. | Liabilities in case of misfeasance,criminal,liability to third party | PPT/Lecture |
| 13. | Liabilities in case of misfeasance,criminal,liability to third party | PPT/Lecture |
| 14. | Annotation | PPT/Lecture |
| 15. | Revision | PPT/Lecture |
| 16. | Test Paper Module 1 | |
| MODULE II | | |
| 17. | Internal control- Meaning- Definition – features | PPT/Lecture |
| 18. | Internal check-steps-advantages | PPT/Lecture |
| 19. | Internal Audit-procedures-merits-demerits | PPT/Lecture |
| 20. | Audit procedure-advantages | PPT/Lecture |
| 21. | Vouching-differences | PPT/Lecture |
| 22. | Requirements of a voucher | PPT/Lecture |

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| 23. | Annotation | PPT/Lecture |
| 24. | Vouching of cash sales | PPT/Lecture |
| 25. | Vouching of receipts from debtors | PPT/Lecture |
| 26. | Vouching of various other items | PPT/Lecture |
| 27. | Vouching of payment of wages | PPT/Lecture |
| 28. | Vouching of purchase of land and building | PPT/Lecture |
| 29. | Duties of an auditor | PPT/Lecture |
| 30. | Statutory duties, contractual duties | PPT/Lecture |
| 31. | Duties imposed by law | PPT/Lecture |
| 32. | Verification –Advantages, Disadvantages | PPT/Lecture |
| 33. | Verification of assets, liabilities | PPT/Lecture |
| 34. | Valuation –Advantages-Disadvantages | PPT/Lecture |
| 35. | Difference between valuation and verification | PPT/Lecture |
| 36. | Valuation of assets | PPT/Lecture |
| 37. | Valuation of liabilities | PPT/Lecture |
| 38. | Rights of an auditor | PPT/Lecture |
| 39. | Methods for conducting valuation, verification | PPT/Lecture |
| 40. | Annotation | PPT/Lecture |
| 41. | Revision | PPT/Lecture |
| 42. | Viva /Test | |
| 43. | CIA-1 | |
| MODULE III | | |
| 44. | Audit of limited companies | PPT/Lecture |
| 45. | Qualities of company auditor | PPT/Lecture |
| 46. | Importance of Company Auditor | PPT/Lecture |
| 47. | Qualifications of an auditor | PPT/Lecture |
| 48. | Disqualifications of an auditor | PPT/Lecture |
| 49. | Appointment of auditor | PPT/Lecture |
| 50. | First auditor, subsequent auditor | PPT/Lecture |
| 51. | Filling of casual vacancies, Government Auditor | PPT/Lecture |
| 52. | Filling of Government Auditor | PPT/Lecture |
| 53. | Annotation | PPT/Lecture |
| 54. | Auditor's liability in share capital | PPT/Lecture |
| 55. | Auditor's liability in share transfer | PPT/Lecture |
| 56. | Removal of company auditor | PPT/Lecture |
| 57. | Removal of company auditor | PPT/Lecture |
| 58. | Surprise test | |
| 59. | Limited company | PPT/Lecture |
| 60. | Audit report | PPT/Lecture |
| 61. | Contents of audit report | PPT/Lecture |
| 62. | Types of audit report | PPT/Lecture |

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| 63. | Annotation | PPT/Lecture |
| 64. | Revision | PPT/Lecture |
| 65. | Viva / Test | |
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| 66. | Investigation – Meaning - Definition | PPT/Lecture |
| 67. | Features of investigation | PPT/Lecture |
| 68. | Essentials of investigation | PPT/Lecture |
| 69. | Methods in which investigation is conducted | PPT/Lecture |
| 70. | Types of investigation | PPT/Lecture |
| 71. | Investigation when fraud is suspected | PPT/Lecture |
| 72. | Investigation on acquisition of running business | PPT/Lecture |
| 73. | Annotation | PPT/Lecture |
| 74. | Revision | PPT/Lecture |
| 75. | Viva/Test | |
| 76. | CIA – II | |
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| 77. | Recent trends in auditing | PPT/Lecture |
| 78. | Cost audit - objectives of cost audit | PPT/Lecture |
| 79. | Nature and significance of cost audit | PPT/Lecture |
| 80. | Tax audit - objectives of tax audit | PPT/Lecture |
| 81. | Management audit objective | PPT/Lecture |
| 82. | social audit - objective | PPT/Lecture |
| 83. | Government audit - Objective | PPT/Lecture |
| 84. | Performance audit - objective | PPT/Lecture |
| 85. | Auditing in EDP | PPT/Lecture |
| 86. | Auditing and Assurance Standard Board | PPT/Lecture |
| 87. | Annotation | PPT/Lecture |
| 88. | Revision | PPT/Lecture |
| 89. | Test | |
| 90. | Discussion | |

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

| | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|---|
| 1 | Auditing scams in India |
| 2 | Identifying Audit firms and their functioning practically |

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

| | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|---|
| 1 | Case studies in auditing |

References

- Dr. K.G.C. Nair, Dr. Dipa. S. Krishnan, Dr, Suman Alexander, Practical Auditing, Chand Books.
- B N Tandon, S Sundharabahu, A handbook of Practical Auditing, S Chand Limited ,2006.

Web resource references:

- <http://www.gdcbemina.com/docs/Auditing.pdf>

COURSE PLAN

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|-----------------------|---|----------|---|
| PROGRAMME | BCom CA (S/F) | SEMESTER | 6 |
| COURSE CODE AND TITLE | U6CRCOM17 : ACCOUNTING FOR MANAGERIAL DECISIONS | CREDIT | 4 |
| HOURS/SEM | 90 | | |

OBJECTIVE

1. To equip the students to interpret financial statements.
2. To enable the students to have a thorough knowledge on the management accounting techniques in business decision making.

| SESSIONS | TOPIC | LEARNING RESOURCES |
|----------|--|--------------------|
| 1 | Introductory Session | Lecture |
| 2 | Module 1 Financial statements ,meaning, essentials | Lecture,PPT |
| 3 - 5 | Importance , characteristics, nature | Lecture,PPT |
| 6 - 8 | Analysis and interpretation, objects and importance of analysis and interpretation | Lecture,PPT |
| 9 - 11 | Types of financial analysis , external and internal analysis | Lecture,PPT |
| 12 - 14 | Horizontal analysis, vertical analysis | Lecture,PPT |
| 15 – 16 | Methods and techniques used in Financial analysis | PPT and Lecture |
| 17 – 18 | comparative income statement and balance sheet | Practical Problems |
| 19 – 20 | common size income statement and balance sheet | Practical Problems |
| 21 - 22 | Trend analysis | Practical Problems |
| 23 – 24 | Doubt clearing session and additional problems | Revision |

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| 25 – 26 | Module 2 Ratio analysis - introduction - meaning and definition | Lecture, PPT |
| 27 – 28 | objectives - importance and uses | Lecture, PPT |
| 29 – 30 | Classification of Ratios | PPT, Lecture |
| 31 – 32 | Profitability Ratios | Practical Problems |
| 33 – 35 | Coverage ratios | Practical Problems |
| 36 – 37 | Turnover ratios | Practical Problems |
| 38 - 39 | Financial ratios | Practical Problems |
| 40 - 41 | Leverage ratios | Practical Problems |
| 42 - 43 | Advantages and disadvantages of Ratios | Lecture, PPT |
| 44 – 45 | Preparation of Trading and Profit and Loss account and Balance Sheet using Ratios | Practical Problems |
| 46 – 47 | limitations of Ratios | Lecture,PPT |
| 48 – 49 | Discussion of important questions | |
| 50 – 51 | CIA - First Internal Examination | |
| 52 - 53 | Module 3 Fund Flow analysis - introduction - meaning and definition of fund | Lecture,PPT |
| 54 – 55 | Need for Fund Flow statement- managerial Uses | Lecture,PPT |
| 56 – 57 | Procedures for the preparation of fund flow statement | Lecture,PPT |
| 58 – 59 | Schedule of Changes in Working Capital | Practical Problems |
| 60 - 61 | Adjusted profit and loss account | Practical Problems |

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| 62 – 63 | Fund Flow Statement | Practical Problems |
| 64 – 65 | Distinction between Fund Flow Statement and Balance Sheet | Lecture, PPT |
| 66 – 67 | Distinction between Fund Flow Statement and schedule of Changes in Working capital | Lecture,PPT |
| 68 – 69 | Uses of funds flow statement | Lecture,PPT |
| 70 – 71 | Revision and discussion of important questions | |
| 72 – 73 | Module 4 Cash Flow Statement- Introduction - meaning and Definition of Cash | Lecture,PPT |
| 74 | usefulness of Cash flow statement, scope | Lecture,PPT |
| 75 | Classification of Cash Flows | PPT and Lecture |
| 76 | Preparation of Cash Flow Statement | Practical Problems |
| 77 | Cash flow from operating activities | Practical Problems |
| 78 | Cash flow from financing activities | Practical Problems |
| 79 | Cash flow from investing activities | Practical Problems |
| 80 | Cash flow statement - Direct Method | Practical Problems |
| 81 | Cash flow statement- Indirect Method | Practical Problems |
| 82 | Difference between cash flow and fund flow statements | Lecture |
| 83 | Module 5 Standard Costing- Meaning- Definition | Lecture |
| 84 | Preliminaries before establishing standard cost | Lecture |
| 85 | Different types of variances | Lecture |

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| 86 | Material variance | Practical problems |
| 87 | Labour variance | Practical problems |
| 88 | Application of variance analysis | Practical problems |
| 89 | Discussion of important questions | |
| 90 | Evaluation of the Course | |
| | Test paper on Whole portion | |
| | CIA - Second Internal Examination | |

ASSIGNMENTS

| | Topic of assignment |
|---|-------------------------------------|
| 1 | Preparation of fund flow statement |
| 2 | Preparation of cash flow statements |

REFERENCE BOOKS

1. Man mohan, Goyal.S.N : Principles of Management Accounting.
2. Shashi.K.Gupta and Sharma.R.K : Management Accounting
3. Gupta.S.P and Sharma.R.K : Management Accounting
4. Kulshustia and Ramanathan : Management Accounting
5. Maheswari.S.N : Management Accounting and Financial Control.
6. Pandey .I.M : Principles of Management Accounting
7. Khan.M.Y&Jain.P.K : Management Accounting
8. Revi.M.Kishore : Management Accounting
9. Jhamb H.V, Fundamentals of Management Accounting.

COURSE PLAN

| | | | |
|-----------------------|-------------------------------------|-----------|----|
| PROGRAMME | BCom CA (S/F) | SEMESTER | 6 |
| COURSE CODE AND TITLE | U6OPCCA4 DATABASE MANAGEMENT SYSTEM | CREDIT | 3 |
| HOURS/WEEK | 5 | HOURS/SEM | 90 |

OBJECTIVES-

The objective of this course is to familiarize students with database concepts and equip them to handle database management system for business firms.

| SESSION | TOPIC | LEARNING RESOURCES |
|------------------|--|--------------------|
| MODULE I | | |
| 1 | Database Concepts | PPT |
| 2, 3 | Clarification of objectives, Assignments, Expectations, Internal marks, Practical works, record, Lab hours, Groups division. | PPT/Lecture |
| 4, 5 | Database File structure Database terminology Data entities attributes | PPT/Lecture |
| 6,7 | Lab | |
| 8, 9 | DBMS Advantages of Database systems | PPT/Lecture |
| 9, 10 | Data Independence Components of DBMS | PPT/Lecture |
| 11, 12 | Lab | |
| 13, 14 | Lab | |
| MODULE II | | |
| 15, 16 | RDMS & Relationships in Database | PPT/Lecture |
| 17, 18 | Data Models Relational Data Model RDBMS Relationships | Lecture |
| | Lab | Practical |
| 18, 19 | Types of Relationships one to many one to many many to many | Lecture |
| 20, 21 | Lab | Practical |
| 22, 23 | Defining relationships referential integrity | Lecture |
| 24 | Class by reasource person | Lecture |
| 25, 26 | Lab | Practical |

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| 27, 28 | Public & Primary key | PPT/Lecture |
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| MODULE III | | |
| 30, 31 | Basic Elements of Ms- Access 2007 | PPT/Lecture |
| 32, 33, 34 | Introduction- Objects in Ms- Access -Create, open, and close a database | PPT/Lecture |
| 35, 36 | Creating a data table- different ways of creating tables | PPT/Lecture |
| 37, 38 | Data types | Lecture |
| 39, 40, 41 | The primary key- properties of the fields | Lecture |
| 42, 43 | Saving a table- closing a table- modifying data tables | PPT/Lecture |
| 44, 45 | Lab | Practical |
| 46, 47 | creating table relationships- editing relationships | PPT/Lecture |
| 48, 49 | Class by reasource person- DB | PPT/Lecture |
| 50 | Lab | Practical |
| MODULE IV | | |
| 51, 52 | Queries & Forms in Access | PPT/Lecture |
| 53, 54 | Types of queries | Lecture |
| 55, 56 | Lab | Practical |
| 57, 58 | Creating a query- saving queries- summary queries | PPT/Lecture |
| 59, 60 | Cross tab queries- action queries | PPT/Lecture |
| 61, 62 | Lab | Practical |
| 63, 64 | Forms- the form's wizard the form design view- the form design bar | PPT/Lecture |
| 65, 66 | Lab | PPT/Lecture |
| MODULE V | | |
| 67, 68 | Reports in Access | PPT/Lecture |
| 69, 70 | The report's wizard | PPT/Lecture |
| 71, 72 | Lab | Practical |
| 73, 74 | The report design view | PPT/Lecture |
| 75, 76 | Paragraph formatting options - Working with Grids | PPT/Lecture |
| 77, 78 | Lab | Practical |
| 79, 80 | The report design bar | PPT/Lecture |
| 81, 82 | Lab | Practical |
| 83, 84 | The tool box- the preview window | PPT/Lecture |
| 85, 86 | Lab | Practical |
| 87, 88 | Grouping and sorting- printing a report | 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 | Lab Book |
| 2 | Record |

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

| | Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc) |
|---|---|
| 1 | Library Management Database |

References

- 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:

- Designing tables
- Designing relationships between tables.
- Creating simple queries
- Creating summary query, update query, delete query, append query, crosstab query.
- Creating forms
- Creating Reports.