

Sacred Heart College (Autonomous)

Department of Commerce Self Finance

BCOM Computer Application (S / F)

Course plan

Academic Year: 2018-19

Semester VI

COURSE PLAN

PROGRAMME	BCom CA (S/F)	SEMESTER	6
COURSE CODE AND TITLE	15U6CRCOM15: APPLIED COST ACCOUNTING	CREDIT	4
HOURS/SEM	90		
FACULTY NAME	ATHIRA.V.T		

COURSE OBJECTIVES
Understand the process costing concepts so that logical decision can be taken and apply process costing concepts in business situations
Understand the accounting procedures of job, batch and contract costing and apply in practical situations
Identify the role of CVP Analysis and apply the marginal costing principles in decision making situations of businesses
Understand the concept of various budget and apply budgetary control in business situation
To know the application of cost control techniques
Apply costing for decision making in business areas

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
	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	video	
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		
13	determination of profit on incomplete contract	Lecture/probl em solving	video	
14	Work-in-progress	Lecture/probl em solving		
15	Balance Sheet	Lecture/probl em solving		
16	Escalation clause	Lecture/probl em solving		
17	Retention money	Lecture/probl em solving		
18	Cost plus contract.	Lecture/probl em solving		
19-25	Preparation of contract accounts on completed contract and incomplete contract	Lecture/probl em solving		
	CIA – 1			
	MODULE-3 Process costing			
26	Process accounts -meaning and features	Lecture/probl em solving	Quiz	
27	Process losses	Lecture/probl em solving		
28	Abnormal Gain and its treatment	Lecture/probl em solving		
29-35	Preparation of process accounts	Lecture/probl em solving		
36	Joint products ,By- products and Co-products – Difference between joint products , by- products and co- products	Lecture/probl em solving		
37-45	Methods of apportioning joint cost- Methods of Accounting by products	Lecture/probl em 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		
49	Break Even Analysis	Lecture/problem solving	video	
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

	Date of completion	Topic of Assignment	Nature of assignment
1	12/01/2019	Application of marginal costing for decision making	Problem
2	18/02/2019	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

PROGRAMME	BCom CA (S/F)	SEMESTER	6
COURSE CODE AND TITLE	15U6CPCOM2: PRINCIPLES OF BUSINESS DECISION	CREDIT	4
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	RADHIKA P C		

COURSE OBJECTIVES
Understand the economic concepts and theories applied in decision making
Familiarize the standards with the law of demand and its effects in the market
Explain the methods of forecasting the demand for a new product in the market
Explain the loss of the production and its influencing factors
Analyze the relationship between cost and output and optimum firm
Understand the concept of pricing and price mechanism under various market situation
Apply the economic theories in different business situations

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1	Decision making- Definition of decision and decision making	PPT	video	
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	e-resource	
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	e-resource	
20	Income elasticity	Lecture		
21	Income elasticity	PPT/Lecture		
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			

CIA-1

MODULE III

36	Production analysis	PPT/Lecture		
37	Production function	PPT/Lecture		
38	Cobb Douglas production function	PPT/Lecture	e-resource	
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		

MODULE IV

55	Cost analysis	PPT/Lecture	Quiz	
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		
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			
CIA II				
MODULE V				
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

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	16/02/2019	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

PROGRAMME	BCom CA (S/F)	SEMESTER	6
COURSE CODE AND TITLE	15U6CRCOM16: PRACTICAL AUDITING	CREDIT	3
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	PRIYA P S		

COURSE OBJECTIVES
Understand the practical application of auditing.
Familiarize with the different types of audit in-depth.
Examine and to tackle the frauds and manipulations happening in accounts through auditing
Equip the students with the theory and methodology of auditing, audit reporting, generally accepted auditing standards & other basic concepts.
Explain the legal framework under which a company audits are conducted and apply the professions code of conduct.
Demonstrate the ability to undertake research on significant auditing issues and to keep up -to-date with developments in auditing theory and practice.

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1.	Auditing-Meaning-Scope-Objectives	PPT/Lecture	video	
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	e-resource	

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	e-resource	
13.	Liabilities in case of misfeasance,criminal,liability to third party	PPT/Lecture	e-resource	
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		
23.	Annotation	PPT/Lecture		
24.	Vouching of cash sales	PPT/Lecture	Q & Ans Session	
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	Quiz	
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	Q & Ans Session	
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		
63.	Annotation	PPT/Lecture		
64.	Revision	PPT/Lecture		
65.	Viva / Test			
MODULE IV				
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	Video	
70.	Types of investigation	PPT/Lecture	quiz	
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			
MODULE V				
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	Group discussion	
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

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	09/12/2018	Auditing scams in India
2	10/01/2019	Identifying Audit firms and their functioning practically

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc)
1	26/2/2019	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

PROGRAMME	BCom CA (S/F)	SEMESTER	6
COURSE CODE AND TITLE	15U6CRCOM17 : ACCOUNTING FOR MANAGERIAL DECISIONS	CREDIT	4
HOURS/SEM	90		
FACULTY NAME	Prof. JOHNSON JOHN		

COURSE OBJECTIVES
Use business finance terms and concepts when discussing.
Explain the financial concepts used in making accounting management decision.
Use effective communication skills to promote respect and relationship for financial deals.
Utilize information by applying a variety of business and industry software and hardware to major financial function.
Demonstrate a basic understanding of management accounting.
Enable the students to have a thorough knowledge on the management accounting techniques in business decision making.

SESSIONS	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
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	E resources	
9 - 11	Types of financial analysis , external and internal analysis	Lecture,PPT	E resources	
12 - 14	Horizontal analysis, vertical analysis	Lecture,PPT	E resources	
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		
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	E resources	
56 – 57	Procedures for the preparation of fund flow statement	Lecture,PPT	videos	
58 – 59	Schedule of Changes in Working Capital	Practical Problems		

60 - 61	Adjusted profit and loss account	Practical Problems		
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	E resources	
76	Preparation of Cash Flow Statement	Practical Problems	E resources	
77	Cash flow from operating activities	Practical Problems	E resources	
78	Cash flow from financing activities	Practical Problems	E resources	
79	Cash flow from investing activities	Practical Problems	E resources	
80	Cash flow statement - Direct Method	Practical Problems	E resources	
81	Cash flow statement- Indirect Method	Practical Problems	E resources	
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		
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

	DATE OF COMPLETION	Topic of assignment
1	12/02/2019	Preparation of fund flow statement
2	13/02/2019	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	15U6OPCCA4 DATABASE MANAGEMENT SYSTEM	CREDIT	3
HOURS/WEEK	5	HOURS/SEM	90
FACULTY NAME	PRIYA RENJINI S		

COURSE OBJECTIVES
Recall the basics of Database
Create tables with referential integrity
Create Database using Ms Access
Create Queries and Forms in Ms Access
Analysing types of Queries and Forms
Create Final Reports

SESSION	TOPIC	LEARNING RESOURCES	VALUE ADDITIONS	REMARKS
MODULE I				
1	Database Concepts	PPT	video	
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		e-resource	
8, 9	DBMS Advantages of Database systems	PPT/Lecture		
9, 10	Data Independence Components of DBMS	PPT/Lecture		
11, 12	Lab		e-resource	
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	e-resource	
18, 19	Types of Relationships one to many one to many many to many	Lecture		
20, 21	Lab	Practical	e-resource	
22, 23	Defining relationships referential integrity	Lecture		
24	Class by reasource person	Lecture		
25, 26	Lab	Practical	e-resource	
27, 28	Public & Primary key	PPT/Lecture		
29	CIA-1			
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	Dissscussion	
39, 40, 41	The primary key- properties of the fields	Lecture	Q &Ans Session	
42, 43	Saving a table- closing a table- modifying data tables	PPT/Lecture		
44, 45	Lab	Practical	e-resource	
46, 47	creating table relationships- editing relationships	PPT/Lecture		
48, 49	Class by reasource person- DB	PPT/Lecture		
50	Lab	Practical	e-resource	
	MODULE IV			
51, 52	Queries & Forms in Access	PPT/Lecture		
53, 54	Types of queries	Lecture		
55, 56	Lab	Practical	e-resource	
57, 58	Creating a query- saving queries- summary queries	PPT/Lecture		
59, 60	Cross tab queries- action queries	PPT/Lecture		
61, 62	Lab	Practical	e-resource	
63, 64	Forms- the form's wizard the form design view- the form design bar	PPT/Lecture		
65, 66	Lab	PPT/Lecture	e-resource	
	MODULE V			
67, 68	Reports in Access	PPT/Lecture		
69, 70	The report's wizard	PPT/Lecture		
71, 72	Lab	Practical	e-resource	
73, 74	The report design view	PPT/Lecture		

75, 76	Paragraph formatting options - Working with Grids	PPT/Lecture		
77, 78	Lab	Practical	e-resource	
79, 80	The report design bar	PPT/Lecture		
81, 82	Lab	Practical	e-resource	
83, 84	The tool box- the preview window	PPT/Lecture	Video	
85, 86	Lab	Practical	e-resource	
87, 88	Grouping and sorting- printing a report	PPT/Lecture		
CIA - II				
89, 90	Revision	Lecture		

INDIVIDUAL ASSIGNMENTS/SEMINAR – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	14/01/2019	Lab Book
2	18/01/2019	Record

GROUP ASSIGNMENTS/ACTIVITIES – Details & Guidelines

	Date of completion	Topic of Assignment & Nature of assignment (Individual/Group – Written/Presentation – Graded or Non-graded etc.)
1	12/02/2019	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.