

Mahatma Education Society's
Pillai College of Arts, Commerce & Science
(Autonomous)
Affiliated to University of Mumbai
New Panvel



Syllabus for S. Y. B. Com. Semester IV
Program: Bachelor of Commerce

(Semester based Credit and Grading system for the
academic year 2019-20)

S. Y. Bachelor of Commerce

Semester IV						
Course Code	Course Type	Course Title	Theory/ Practical	Marks	Credits	Lectures /Week
PUCCM401	Core	Accountancy and Financial Management IV	Theory	100	3	4
PUCCM402	Core	Financial Accounting and Auditing - Auditing VI	Theory	100	3	4
PUCCM403	Core	Commerce IV	Theory	100	3	3
PUCCM404	Core	Business Economics IV	Theory	100	3	3
PUCCM405	Core	Business Law II	Theory	100	3	4
PUCCM406	Core	Foundation Course IV	Theory	100	2	3
		Elective I (Select Any one)				
PUCCM407A	Elective	Advertising II	Theory	100	3	3
PUCCM407C	Elective	Computer Programming II	Practical	100	3	4
Total				700	20	24/25

BOS	Accountancy
Class	S. Y. B.Com
Semester	IV
Subject Name	Accountancy and Financial Management IV- Financial Accounting
Subject Code	PUCCM401
Level of Subject	Medium

Objectives:

1. To acquire knowledge about accounting for profit prior to incorporation
2. To introduce acquainted with the concept of redemption of preference shares and redemption of debentures.
3. To make the students aware about the accounting software.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	Introduction to Company Accounts	1.1	Types of Companies, Shares, Debentures, Share Capital, Reserves & Surplus, Types of Assets and Liabilities, divided, format of Balance sheet (Only theory)	12
		1.2	Issue of shares at par, premium and discount, over subscription and under subscription, forfeiture and reissue of forfeited shares.	
		1.3	Different modes of IPO, Private Placements, Preferential rights, SWEAT, Employees stock option, ESCROW Account, issue of shares at par, premium and discount, under subscription, over subscription of shares , forfeiture and reissue of shares, issue of shares for consideration other than cash(only theory)	
		1.4	Types of debentures, Issue of debentures at par, premium and discount, issue of debentures with consideration of Redemption , issue of debentures for cash receivable in installment or at a time issue of debentures for consideration other than cash (only theory)	
II	Redemption of Preference Shares	2.1	Provisions of the Companies Act (Section 55 of the Companies Act, 2013)	15
		2.2	Calculation of minimum fresh issue to provide the funds for redemption	
		2.3	Proceeds of fresh issue of shares and creation of Capital redemption reserve	

		2.4	Accounting treatment	
III	Redemption of Debentures	3.1	Provisions of Section 71 (1) and (4) of the Companies Act, 2013	13
		3.2	The Companies (Share Capital and Debentures) Rules, 2014	
		3.3	Terms of issue of debentures	
		3.4	Methods of Redemption of Debentures: Lump sum and payment in installment Conversion and Journal entries and ledger	
IV	Profit prior to incorporation	4.1	Principles for ascertainment	15
		4.2	Preparation of separate combined columnar profit and loss account including different basis of allocation of expenses and incomes	
V	Use of computers in Accountancy	5.1	Concept of computerized Accounting, Application of computers in Accountancy	05
			TOTAL LECTURES	60

Expected outcomes:

1. The students will have proper understanding about various aspects of company accounts.
2. The students will have an understanding of the treatment in redemption of shares and debentures and computerized accounting.

Reference Books:

1. Advance Accounts by Shukla & Grewal, S. Chand and Company (P) Ltd., New Delhi
2. Advanced Accountancy by R. L Gupta and M Radhaswamy, S. Chand and Company (P) Ltd., New Delhi
3. Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai.
4. Financial Accounting by P. C. Tulsian, Pearson Publications, New Delhi Accounting Principles by Anthony, R.N. and Reece J.S., Richard Irwin Inc.

BOS	Accountancy
Class	S. Y. B. Com
Semester	IV
Subject Name	Financial Accounting and Auditing VI - Auditing
Subject Code	PUCCM402
Level of Subject	Basic

Objectives:

1. To make students aware about the basic concepts related to the field of auditing.
2. To make students aware about various auditing techniques.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	Introduction to Auditing	1.1	Basics Financial Statements, Users of Information, Definition of Auditing, Objectives of Auditing, Inherent limitations of Audit, Difference between Accounting and Auditing, Investigation and Auditing.	10
		1.2	Errors & Frauds Definitions, Reasons and Circumstances, Types of Error, Types of frauds, Risk of fraud and Error in Audit, Auditors Duties and Responsibilities in case of fraud. Principles of Audit, Materiality, True and Fair view.	
		1.3	Types of Audit Meaning, Advantages, Disadvantages of Balance sheet Audit, Interim Audit, Continuous Audit, Concurrent Audit and Annual Audit, Statutory Audit.	
II	Audit Planning, Procedures and Documentation	2.1	Audit Planning Meaning, Objectives, Factors to be considered, Sources of obtaining information, Discussion with Client, Overall Audit Approach.	15
		2.2	Audit Program Meaning, Factors, Advantages and Disadvantages, Overcoming Disadvantages, Methods of Work, Instruction before commencing Work, Overall Audit Approach.	
		2.3	Audit Working Papers Meaning, importance, Factors determining Form and Contents, Main Functions / Importance, Features, Contents of Permanent Audit File, Temporary Audit File, Ownership, Custody,	

			Access of Other Parties to Audit Working Papers, Auditors Lien on Working Papers, Auditors Lien on Client's Books.	
III	Auditing Techniques	3.1	Test Check Test Checking Vs Routing Checking, test Check meaning, features, factors to be considered, when Test Checks can be used, advantages, disadvantages, precautions.	10
		3.2	Audit Sampling Audit Sampling, meaning, purpose, factors in determining sample size – Sampling Risk, Tolerable Error and expected error, methods of selecting Sample Items Evaluation of Sample Results auditors Liability in conducting audit based on Sample.	
IV	Introduction to Internal Control and Internal Audit	4.1	Internal Control Meaning and purpose, review of internal control, advantages, auditors duties, review of internal control, Inherent Limitations of Internal control, internal control samples for sales and debtors, purchases and creditors, wages and salaries. Internal Checks Vs Internal Control, Internal Checks Vs Test Checks.	10
		4.2	Internal Audit -Meaning, basic principles of establishing Internal audit, objectives, evaluation of internal Audit by statutory auditor, usefulness of Internal Audit, Internal Audit Vs External Audit, Internal Checks Vs Internal Audit.	
V	Auditing Techniques : Vouching & Verification	5.1	Audit of Income - Cash Sales, Sales on Approval, Consignment Sales, Sales Returns Recovery of Bad Debts written off, Rental Receipts, Interest and Dividends Received	15
		5.2	Audit of Expenditure - Purchases, Purchase Returns, Salaries and Wages, Rent, Insurance Premium, Telephone expense Postage and Courier, Petty Cash Expenses, Advertisement, Interest Expense	
		5.3	Audit of Assets Book Debts / Debtors, Stocks & liabilities – Auditors General Duties; Patterns, Dies and Spare Parts, Empties and Containers Quoted Investments and Unquoted Investment Trade Marks / Copyrights Patents Know-How Plant and Machinery Land and Buildings Furniture and	

			Fixtures. Audit of Liabilities - Outstanding Expenses, Bills Payable Secured loans Unsecured Loans	
			TOTAL LECTURES	60

Expected outcomes:

1. Students will be able to understand the concepts related to the field of auditing.
2. It will make students understand various techniques used for auditing of records.

Reference Books:

1. I. M Fundamentals of Auditing, S.K. Basu, 2009
2. Fundamentals of Auditing, Kamal Gupta, Ashok Arora, Tata McGraw Hill Education Limited
3. Contemporary Auditing: Kamal Gupta, Tata McGraw Hill Education Limited
4. Indian Accounting Standards & GAAPP; Dolphy D'Souza, Snow White Publications
5. Study material executive programme company accounts and auditing practices

BOS	Commerce
Class	S. Y. B. Com
Semester	IV
Subject Name	COMMERCE IV- Management: Production and Finance
Subject Code	PUCCMC403
Level of Subject	Medium

Objectives:

1. To understand the basic concepts in Production and Finance and their relevance in Business.
2. To inculcate among students an understanding of Production and inventory management and financial markets system.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	Production & Inventory Management	1.1	Production Management: Objectives, Scope Production Planning & Control : Steps, Importance	11
		1.2	Production Systems: Concept, Types - Continuous and Intermittent. Productivity: Concept, Factors Influencing Productivity, Measures for improving Productivity.	
		1.3	Inventory Management- Objectives, Inventory Control- Techniques. Scientific Inventory Control System - Importance	
II	Quality Management	2.1	Introduction to Quality: Dimensions of Quality, Quality Management- Meaning, Techniques. Quality Circle: Features	10
		2.2	Quality Management Tools: TQM – Eight building blocks of TQM, Six Sigma – Process, ISO 9000 – Certification Procedure, Kaizen – Process	
		2.3	Service Quality Management: Importance, SERVQUAL Model, Measures to improve service quality.	
III	Indian Financial System	3.1	Indian Financial Market: Structure, Primary Market – IPO Procedure, Dematerialisation: Process, Role of Depositories : NSDL and CDSL	12
		3.2	SEBI: Functions of SEBI, Investors protection measures of SEBI. Stock Exchange – Functions, Speculators	
		3.3	Credit Rating: Advantages, Credit Rating Agencies in India - CRISIL, CARE, and ICRA	

IV	Recent Trends In Finance	4.1	Mutual Funds- Meaning, Advantages & limitations, Types, Factors responsible for growth of mutual funds –Systematic Investment Plan.	12
		4.2	Commodity Market: Meaning, Categories, Derivatives Market: Types, Participants, Types of Derivative Instruments.	
		4.3	Start-up Ventures –Concept, Sources of Funding. Micro Finance – Importance, Role of Self Help Groups.	
			TOTAL LECTURES	45

Expected outcomes:

1. Students will have a better understanding of Production ,Quality and inventory management and understand their relevance in perspective to current Business Scenario in India.
2. Students will gain knowledge about Indian financial system, recent trends in finance and their importance in Business.

Reference Books:

1. Production and Operations Management –ProfL.C.Jhamb, Event Publishing House.
2. Production Planning & Control- ProfL.C.Jhamb, Event Publishing House
3. Production & Operation Management (Text & Cases)- K. Ashwathappa &G. Sudeshana Reddy, Himalaya Publication.
4. Launching New Ventures: An Entrepreneurial Approach-Kathleen R.Allen, Cengage
2. Learning
5. Essentials of Inventory Management-Max Muller, Amacon Publisher

BOS	Economics
Class	S. Y. B. Com
Semester	IV
Subject Name	Business Economics IV
Subject Code	PUCCM404
Level of Subject	Medium

Objectives:

1. To develop an understanding among the students about public finance.
2. To introduce the students to the public sector reforms with a focus on public finance issues.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	The role of Government in an Economy	1.1	Meaning and Scope of Public finance. Major fiscal functions : allocation function, distribution function & stabilization function	11
		1.2	Principle of Maximum Social Advantage: Dalton and Musgrave Views - the Principle in Practice, Limitations.	
		1.3	Market failures and the role of Government Principles of Sound and Functional Finance.	
II	Public Revenue	2.1	Sources of Public Revenue: Tax and non-tax revenue Objectives of taxation - Canons of taxation - Types of taxes: direct and indirect	11
		2.2	Tax Base and Rates of taxation: proportional, progressive and regressive taxation Shifting of tax burden: Impact and incidence of taxation - factors influencing incidence of taxation	
		2.3	Economic Effects of taxation: on Income and Wealth, Consumption, Savings, Investments and Production.	
III	Public Expenditure & Public Debt	3.1	Public Expenditure: Canons - classification - economic effects of public spending – on production, consumption, distribution, employment and stabilization - Causes for Public Expenditure Growth.	12
		3.2	Public Debt :Classification - Burden of Debt Finance- Internal and external, Methods of debt redemption	
IV	Fiscal Management &	4.1	Fiscal Policy: Meaning, Objectives Contra cyclical Fiscal Policy and Discretionary Fiscal Policy	11

	Financial Administration	4.2	Budget- Meaning objectives - Structure of Union budget - Deficit concepts-Fiscal Responsibility and Budget Management Act.	
		4.3	Intergovernmental Fiscal Relations: fiscal federalism and fiscal decentralization - 14th Finance Commission Recommendations	
			TOTAL LECTURES	45

Expected outcomes:

1. The subject would develop an understanding among the students about public finance.
2. It would introduce the students to the public sector reforms with a focus on public finance issues.

Reference Books:

1. Mithani, D. M. (1998) : Modern Public Finance, Himalaya Publishing House, Mumbai
2. Jha, R. (1998) : Modern Public Economics, Route Ledge, London
3. Hajela T.N.: Public Finance – Ane Books Pvt.Ltd

BOS	Commerce
Class	S. Y. B. Com
Semester	IV
Subject Name	Business Law II
Subject Code	PUCCM405
Level of Subject	Medium

Objectives:

1. To create awareness among students relating to Company Law, LLP Act and IT Act.
2. To develop in students an understanding and awareness about Consumer laws and IPR.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	Indian Companies Act, 2013 Limited Liability Partnership Act-2008 Information Technology Amendment Act ,2008	1.1	Company –Concept, Features, Role of Promoters (S. 2(69) S. 92), Duties and liabilities of the Promoter Effects of Pre-Incorporation contracts, Consequences of non-registration, and Lifting of Corporate Veil	15
		1.2	Common Procedure for Incorporation of Company, Memorandum of Association- Definition Sec4, Purpose, Clauses of MOA Articles- Definition Sec5, Contents Doctrine of Ultra Vires, Constructive Notice and Indoor Management.	
		1.3	Prospectus – Concept, Kinds, Contents, Private Placement, Modes of Acquiring and Cessation of Membership of Company, Rights and liabilities of Members, Legal Position of Director in Company.	
II	Indian Contract Act, 1872 Part II and special contracts Consumer Protection Act, 1986& Competition Act 2002	2.1	Limited Liability Partnership (LLP) 2008 – Concept, Characteristics, Procedure for Incorporation, Extent of L.L.P, Conversion of LLP.	15
		2.2	Rights & duties of partners, Winding up of LLP, Distinction between LLP and Partnership.	
		2.3	Salient Features of Act, Importance of IT Act, Offences under IT Act.	
III	The sale of Goods Act - 1930	3.1	Consumer Protection Act 2019 – Concept Objects of Consumer Protection Act, Definition of Consumer, Consumer	15

	Intellectual Property Rights		Dispute, Complaint, Complainant, Defect, Deficiency, Consumer Dispute, Unfair Trade Practices, Goods and Services	
		3.2	Consumer Redressal Agencies – District, State & National.	
		3.3	Competition Act 2002 – Concept, Salient Features, Objectives & Advantages, Abuse of Dominant Position, Competition Commission of India, Anti Competition Agreements.	
IV	Indian Companies Act, 2013	4.1	Intellectual Property Right (IPR) – Introduction of IPR, Concept of IPR. IPR relating to Patents –Concept of Patents, Inventions which are not Patentable, Term of Patent. Infringement of Patent Rights & Remedies.	15
		4.2	IPR relating to Copyrights- Concept of Copyright (Ss. 14, 16, 54,) Concept of author and authorised acts, (S.2) Ownership of Copy right (S.17) Duration or term of Copy right. (S. 22-27), Original work and fair use, Rights of Copyright holder, Infringement of Copyrights & Remedies. (Ss. 51, 52)	
		4.3	IPR relating to Trademarks –Concept, Functions of Trade Mark, types, Infringement of Trademarks & Remedies. Geographical Indications – Concept, Meaning, Application for Registration	
			TOTAL LECTURES	60

Expected outcomes:

1. Integration of deep knowledge for Company Law, LLP Act and IT Act.
2. Students will become aware of Consumer laws and IPR.

Reference Books:

1. Guide to the Companies Act,2013 by A Ramaiya , Lexis Nexis.
2. Company Law by N.D.Kapoor
3. Law of Limited Liability Partnership by Avatar Singh , Eastern Book Company.
4. Consumer Protection Law and Practice by Dr.V.K.Agarwal, Bharat Law House
5. Bare Act on Information Technology Amendment Act.

BOS	Business Economics
Class	S. Y. B. Com
Semester	IV
Subject Name	Foundation Course IV
Subject Code	PUCCM406
Level of Subject	Basic

Objectives:

1. To create an increased awareness of consumerism & citizenship and life skills required to succeed in all levels of competitiveness.
2. To create awareness about the functioning of the Indian Administration and public offices of importance for the citizens.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	Significant, Contemporary Rights of Citizens	1.1	Rights of Consumers-Violations of consumer rights and important provisions of the Consumer Protection Act, 2016; Other important laws to protect consumers; Consumer courts and consumer movements;	10
		1.2	Right to Information- Impact of RTI, Relationship with transparency and accountability; Important provisions of Some success stories;	
		1.3	Protection of Citizens'/Public Interest-Public Interest Litigation, need and procedure to file a PIL; Some landmark cases; Citizens' Charters, Public Service Guarantee Acts.	
II	Approaches to understanding Ecology	2.1	Understanding approaches to ecology- Anthropocentrism, Biocentrism and Eco centrism, Ecofeminism and Deep Ecology;	10
		2.2	Environmental Principles-1: the sustainability principle; the polluter pays principle; the precautionary principle	
		2.3	Environmental Principles-2: the equity principle; human rights principles; the participation principle.	
III	Science and Technology –II	3.1	Part A:Some Significant Modern Technologies, Features and Applications- i.	13

			<p>Laser Technology- Light Amplification by Stimulated Emission of Radiation; use of laser in remote sensing, GIS/GPS mapping, medical use; ii. Satellite Technology- various uses in satellite navigation systems, GPS, and imprecise climate and weather analyses; iii. Information and Communication Technology- convergence of various technologies like satellite, computer and digital in the information revolution of today's society; iv. Biotechnology and Genetic engineering- applied biology and uses in medicine, pharmaceuticals and agriculture; genetically modified plant, animal and human life; v. Nanotechnology- definition: the study, control and application of phenomena and materials at length scales below 100 nm; uses in medicine, military intelligence and consumer products.</p>	
		3.2	Part B: Issues of Control, Access and Misuse of Technology.	
IV	Significant, Contemporary Rights of Citizens	4.1	<p>Part A. Basic information on Competitive Examinations- the pattern, eligibility criteria and local centres: Examinations conducted for entry into professional courses - Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Common Admission Test (CAT) and Scholastic Aptitude Test (SAT); Examinations conducted for entry into jobs by Union Public Service Commission, Staff Selection Commission (SSC), State Public Service Commissions, Banking and Insurance sectors, and the National and State Eligibility Tests (NET / SET) for entry into teaching profession</p>	12
		4.2	<p>Part B. Soft skills required for competitive examinations-i. Information on areas tested: Quantitative Ability, Data Interpretation, Verbal Ability and Logical Reasoning, Creativity and Lateral Thinking; ii. Motivation: Concept, Theories and Types of Motivation; iii. Goal-Setting: Types of</p>	

			Goals, SMART Goals, Stephen Covey's concept of human endowment; iv. Time Management: Effective Strategies for Time Management; v. Writing Skills: Paragraph Writing, Report Writing, Filing an application under the RTI Act, Consumer Grievance Letter.	
			TOTAL LECTURES	45

Expected outcomes:

1. The students would have increased knowledge consumerism and latest enhancements in science and technology.
2. The students will develop sensitivity towards the ecology and environment
3. It would bring increased life skills and competitive skills among the students to compete in the competent world.

Reference Books:

1. Foundation Course In Contemporary Issues- IV, Michael Vaz, Manan Prakashan
2. Foundation Course in Contemporary Issues- IV, P.G.Shinde, Sheth Publication
3. Foundation Course in Contemporary Issues- IV, S. Subramaniam, Tech Max Publication
4. Handbook on the Right to Information Act, Paperback
5. Right to Information Act 2005–A Practical guide Paperback–2013, CA V. K. Pamecha.

BOS	Commerce
Class	S. Y. B. Com
Semester	IV
Subject Name	Advertising II
Subject Code	PUCCM407A
Level of Subject	Basic

Objectives:

1. To highlight the role of advertising for the success of brands and its importance within the marketing function of a company.
2. It aims to orient learners towards the practical aspects and techniques of advertising.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	Media in Advertising	1.1	Traditional Media: Print, Broadcasting, Out-Of-Home advertising and films - advantages and limitations of all the above traditional media •	11
		1.2	New Age Media: Digital Media / Internet Advertising Forms, Significance, Limitations, Various Digital channels- Search Engine Optimization, Search Engine Marketing, Email marketing, Targeting/ Remarketing, Mobile advertising	
		1.3	Media Research: Concept, Importance	
II	Planning Advertising Campaigns	2.1	Advertising Campaign: Concept, Advertising Campaign Planning -Steps Determining advertising objectives - DAGMAR model	11
		2.2	Advertising Budgets: Factors determining advertising budgets, methods of setting advertising budgets, Media Objectives - Reach, Frequency and GRPs	
		2.3	Media Planning and Media Buying: Concept, Process, Factors considered while selecting media, Media Scheduling Strategies	
III	Fundamentals of Creativity in Advertising	3.1	Creativity: Concept and Importance, Creative Process, Concept of Creative Brief, Techniques of Visualization	11
		3.2	Creative aspects: Buying Motives - Types, Selling Points- Features, Appeals – Types, Concept of Unique Selling Proposition	

		3.3	Creativity through Endorsements: Endorsers – Types, Celebrity Endorsements – Advantages and Limitations, High Involvement and Low Involvement Products	
IV	Execution and Evaluation of Advertising	4.1	Preparing print ads: Essentials of Copywriting, Copy – Elements, Types, Layout- Principles, Illustration - Importance.	12
		4.2	Creating broadcast ads: Execution Styles, Jingles and Music – Importance, Concept of Storyboard	
		4.3	Evaluation: Advertising copy, Pre-testing and Post-testing of Advertisements – Methods and Objectives	
			TOTAL LECTURES	45

Expected outcomes:

1. This course will prepare learners to lay down a foundation for advanced post-graduate courses in advertising.
2. Students can contribute to evaluating the effectiveness of advertising and marketing communications initiatives in an organisation.

Reference Books:

1. Advertising and Promotion : An Integrated Marketing Communications Perspective
George Belch and Michael Belch, 2015, 10th Edition, McGraw Hill Education
2. Advertising Principles and Practice, 2012 - Ruchi Gupta – S.Chand Publishing
3. Brand Positioning – Strategies for Competitive Advantage, Subroto Sengupta, 2005, Tata McGraw Hill Publication.
4. Advertising: Planning and Implementation, 2006 – Raghuvir Singh, Sangeeta Sharma – Prentice Hall
5. Advertising Management, 5th Edition, 2002 – Batra, Myers and Aaker – Pearson Education

BOS	Computer
Class	S. Y. B. Com
Semester	IV
Subject Name	Computer Programming II
Subject Code	PUCCM407C
Level of Subject	Medium

Objectives:

1. To equip the students with a general understanding of Database concepts.
To equip the students with basic knowledge of data communication.

Unit No.	Name of Unit	Topic No.	Name of Topic	Number of Lectures
I	Computer Communication Systems	1.1	The Internet, internet connections, ISO's Open system interconnection reference model	15
		1.2	The TCP/IP stack, E-mail, Internet addresses, Internet Protocol	
		1.3	SMTP, MIME POP, IMAP, Domain Name system, Telnet, FTP, WWW, Browsers, HTML, http, JAVA	
		1.4	Intranet, Intranet Services and their advantages. Extranets. Search Engine and Web Crawlers	
II	Principles Of DBMS & CASE STUDY OF DBMS USING MS-ACCESS	2.1	What is a database, Relational databases	15
		2.2	Database capabilities (Data definition, data manipulation, Access as an RDBMs)	
		2.3	MS-Office workspace basics, Exploring the Office menu, Working with ribbon, Opening an access database Exploring database objects, Creating database, Changing views. Printing database objects	
		2.4	Opening an access database Exploring database objects, Creating database, Changing views. Printing database objects Saving and closing database file.	
III	MS- Access Database	3.1	Working with datasheets, Moving among records, Updating records, adding records to a table	15
		3.2	Adding a table to a database, Finding records, sorting records, Filtering records, setting a Primary key	

		3.3	Using the PIVOT chart View, Saving and closing tables. adding a Lookup field	
		3.4	Using Macros – Creating and running macros in access	
IV	MS-ACCESS QUERIES	4.1	What is a Query, Creating a query, working with queries, saving and running a query	15
		4.2	creating calculated fields, using aggregate functions, Understanding query properties, Joining Tables	
		4.3	What is a Form, Using the form tool, Creating a form with form wizard, Working in design view, Changing the form layout, Using calculated controls, Working with records on a Form	
		4.4	What is a report tool, Printing report, saving a report, designing a report, changing report layout, creating mailing labels.	
			TOTAL LECTURES	60

Expected outcomes:

1. Students will gain practical knowledge.
2. The students will get good insight of the subject.

Reference Books:

1. Introduction to Database Systems by CJ Date
2. “Database Management Systems” by Raghu Ramakrishnan
3. Shelly Cashman Series Microsoft Office 365 & Office 2016: Introductory 1st Edition by Misty E. Vermaat
4. Computer Basics Absolute Beginner's Guide, Windows 8 Edition, 6e by Miller.
5. Fundamentals of computers by Singh & Singh