SARDAR PATEL UNIVERSITY
Programme: BCA
Semester: II
Syllabus with effect from: November/December-2011

Paper Code: US02EBCA02	**Total Credit: 2**
Title Of Paper: RDBMS for small scale organizations	

Unit	Description in detail	Weighting (%)
I	**Introduction to the RDBMS Package** RDBMS for small scale organizations – Introduction and applications Working with menus, toolbars and other components Working with databases – creation and saving Creating a table object	25%
II	**Working with Data Operations and Establishing Relationships** Inserting data into tables Operations on data – adding, deleting, editing, sorting, etc. Creating a primary key Creating Relationship between tables	25%
III	**Working with Queries, Forms and Reports** Working with Query – creation, editing, saving, specifying criteria, multiple-table queries, different types of queries Using forms and reports – creating, modifying, saving, etc. Using AutoForm, AutoReport	25%
IV	**Using Miscellaneous Features** Creating mailing labels and charts Data Import and Export facility Database security Database utilities Overview of macros and modules	25%

Basic Text & Reference Books :-

➢ Virginia Andersen : Microsoft Office Access 2003 : The complete reference, McGraw Hill, 2003
➢ Progue, Irwin, Roardon : Microsoft Office Access 2003 Bible, Wiley Publishing Inc., 2004
➢ Manuals of relevant software packages