

SARDAR PATEL UNIVERSITY
B. Sc. (Information Technology)
(3rd Semester)
Syllabus with Effect from: June-2012
Course : US03EINT02
(RDBMS for small scale organization)

Credits : 2
Lectures per week : 2
University examination duration : 2 Hours
All units carry equal weightage.

Unit 1 - 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

Unit 2 - 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

Unit 3 - 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

Unit 4 - Using Miscellaneous Features

- Creating mailing labels and charts
- Data Import and
- Export facility
- Database security
- Database utilities
- Overview of macros and modules

MAIN REFERENCE BOOKS :

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