

# KENDRIYA VIDYALAYA SANGATHAN



## SPLIT UP SYLLABUS

(COMMERCE STREAM)

Class – XII

2008-09

PREPARED BY

KENDRIYA VIDYALAYA SANGATHAN (Delhi Region)

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## COMMERCE STREAM

**Split-up Syllabus For Session 2008-09**  
**Class-XII**  
**English (Core)**

Month	Periods	Flamingo	Periods	Supplementary Reader	Periods	Work Book	Periods	Writing Skills	Period
April 2008	23	The Last Lesson	4	The Third Level	4	Unit-1 Pronunciation	2	Letter Writing	2
		Poem–My Mother at Sixty-Six	2	The Tiger King	3	Unit-2 Pronunciation	2	Application For Job	2
								Letter of Enquiry	2
May/ June	10	Lost Spring	3	Journey to the end of the earth	3			Letter to Editor	2
		Poem–An Elementary School class room in a slum	2						
July	26	Deep Water	3	The Enemy	4	Unit-3 Modals	3	Notices	2
		Poem–Keeping Quiet	2	Should Wizard hit Mommy	4			Report Writing	4
								Note Making	4
August	24	The Rat Trap	4	On the Face of it	4	Unit-4 Adverbial	3	Advertisement	5
		Indigo	4					Exercise in Reading Comprehension	4

Sept.	25	Poets and Pancakes	4	Evans tries an o-level	3	Unit-5 Past Modification	2	Factual Description	3
		The Interview (Part I, II)	4			Unit-6 Preventing & focussing information	2	Article Writing	3
		Poem–A Thing of Beauty is a joy forever	2					Invitation	2
October	11	Going places	3	Memories of childhood	3			Poster	2
		Poem–A road side stand	3						
Nov.	23	Poem–Aunt Jennifer's Tiger	2	Supplementary Revision	4	Unit-7 Making a text	2	Letter writing Formal, Business	2
		Reader Revision	2	Reader of Reader	3	Aspects of Expression	4	Tips & hints letter of complaint	2
						Revision		2	
Dec.	17	Revision Discuss sample paper		Revision Discuss sample paper		Revision		Revision Discuss sample paper	

Ten (10) periods should be spared for Computer aided Learning

पाठ्यक्रम विभाजन 2008-09 ( ग्रीष्मकालीन )

कक्षा-बारहवीं

हिन्दी ( केन्द्रिक )

माह	आरोह भाग-2	वितान भाग-2 ( प्रकाशनाधीन )	जनसंचार एवं रचनात्मक लेखन	कालांश
अप्रैल एवं मई	काव्य : हरिवंश राय बच्चन 1. आत्म परिचय, 2. एक गीत गद्य : महादेवी-भक्तिन	पाठ-एक	विभिन्न संचार माध्यमों का परिचय निबंध लेखन-सामाजिक विषयों पर	25
जून एवं जुलाई	काव्य : 1. आलोक धन्वा-पतंग 2. कुँवर नारायण-कविता के बहाने -बाती सीधी की पर गद्य : 1. जैनेन्द्र कुमार-बाजार दर्शन 2. धर्मवीर भारती-काले मेघा पानी दे	पाठ-दो	प्रिंट माध्यम-समाचार पत्र लेखन, औपचारिक पत्र, अनौपचारिक पत्र निबंध-समसामयिक	30
अगस्त	काव्य : 1. रघुवीर सहाय-कैमरे में बंद अपाहिज 2. मुक्तिबोध-सहर्ष स्वीकारा है गद्य : 1. फणीश्वर नाथ रेणु-पहलवान की ढोलक	पाठ-तीन	प्रिंट माध्यम-सम्पादकीय पत्र, कार्यालयी पत्र (विभिन्न प्रकार के) निबंध-विभिन्न विषयों पर	24
सितम्बर	काव्य : 1. शमशेर बहादुर सिंह-उषा 2. निराला-बादल राग गद्य : 1. विष्णु खरे-चालीं चैप्लिन यानी हम सब 2. रजिया सज्जाद जहीर : नमक	पाठ-चार	प्रिंट माध्यम-रिपोर्ट एवं आलेख पत्र-रोजगार संबंधी पत्र -स्ववृत्त लेखन	23

अक्टूबर	काव्य : तुलसीदास-1. कवितावली 2. लक्ष्मण-मूर्च्छा और राम विलाप उमाशंकर जोशी-1. छोटा मेरा खेत गद्य : हजारी प्रसाद द्विवेदी-शरीष के फूल	पाठ-पाँच	फीचर लेखन (जीवन संदर्भों से जुड़ी घटनाओं और स्थितियों पर) अपठित बोध गद्यांश	18
नवम्बर	काव्य : उमाशंकर जोशी-बगुलों के पंख फिराक गोरखपुरी-1. रूबाइयाँ, 2. गजल गद्य : डा. अम्बेडकर-1. श्रम विभाजन और जाति प्रथा 2. मेरी कल्पना का आदर्श समाज	—	अपठित बोध पद्यांश निबंध सांस्कृतिक विषयों पर पत्र-विभिन्न समस्याओं पर विभागीय अधिकारियों को लिखे जाने वाले पत्र	22
दिसम्बर	बोर्ड-पूर्व परीक्षा-सुधार/संशोधन/पुनरावृत्ति	—	—	17
जनवरी 2009	बोर्ड पूर्व परीक्षा	संशोधन/सुधार	—	23
फरवरी 2009	बोर्ड पूर्व परीक्षा की प्रगति एवं परिणामों को ध्यान में रखते हुए सुधार एवं पुनरावृत्ति			23





	<p><b>3. Integrals :</b> Integration as inverse process of differentiation. Integration of a variety of functions by substitution, by partial fractions and by parts, only simple integrals of the type.</p> $\int \frac{dx}{x^2 \pm a^2}, \int \frac{dx}{\sqrt{x^2 \pm a^2}}, \int \frac{dx}{\sqrt{x^2 - a^2}}, \int \frac{dx}{\sqrt{ax^2 + bx^2 + c}}, \int \frac{dx}{\sqrt{ax^2 + bx + c}}$ $\int \frac{(px + q)}{ax^2 + bx + c} dx, \int \frac{(px + q)}{\sqrt{ax^2 + bx + c}} dx, \int \sqrt{a^2 \pm x^2} dx \text{ and } \int \sqrt{x^2 - a^2} dx$ <p>to be evaluated. Definite integrals as a limit of a sum, Fundamental Theorem of Calculus (without proof). Basic properties of definite integrals and evaluation of definite integrals.</p> <p><b>4. Applications of the Integrals :</b> Applications in finding the area under simple curves, especially lines, areas of circles/ parabolas/ellipses/ (in standard form only), area between the two above said curves (the region should be clearly identifiable).</p>	20	
Sept.	<p><b>Unit III. CALCULUS</b></p> <p><b>5. Differential Equations :</b> Definition, order and degree, general and particular solutions of a differential equation. Formation of differential equation whose general solution is given. Solution of differential equations by method of separation of variables, homogeneous differential equations of first order and first degree. Solutions of linear differential equation of the type :</p> $\frac{dy}{dx} + p(x)y = q(x)$ <p>where <math>p(x)</math> and <math>q(x)</math> are functions of <math>x</math>.</p>	10	20

	<p><b>Unit IV : VECTORS AND THREE-DIMENSIONAL GEOMETRY</b></p> <p><b>1. Vectors :</b></p> <p>Vectors and scalars, magnitude and direction of a vector. Direction cosines/ratios of vectors. Types of vectors (equal, unit, zero, parallel and collinear vectors), position vector of point negative of a vector, components of a vector, Addition of vectors, multiplication of a vector by a scalar, position vector of a point dividing a line segment in a given ratio. Scalar (dot) product of vectors, projection of a vector on a line. Vector (cross) product of vectors.</p>	10	
October	<p><b>Unit IV : VECTORS AND THREE-DIMENSIONAL GEOMETRY</b></p> <p><b>2. Three-dimensional Geometry :</b></p> <p>Direction cosines/ratios of a line joining two points. Cartesian and vector equation of a line, coplanar and skew lines, shortest distance between two lines. Cartesian and vector equation of a plane. Angle between (i) two lines, (ii) two planes, (iii) a line and a plane. Distance of a point from a plane.</p> <p><b>Unit V : LINEAR PROGRAMMING</b></p> <p><b>1. Linear Programming</b></p> <p>Introduction, definition of related terminology such as c constraints function, optimization, different types of linear programming (L.P.) problems mathematical formulation of L.P. problems, graphical method of solution for problems in two variables, feasible and infeasible regions, feasible and infeasible solutions, optional feasible solutions (up to three non-trivial constrains).</p>	12	
		12	24
Nov.	<p><b>Unit VI : PROBABILITY</b></p> <p><b>1. Probability</b></p> <p>Multiplication theorem on probability. Conditional probability, independent events, total probability, Baye's theorem, Random variable and its probability distribution, mean and variance of haphazard variable. Repeated independent (bemoulli) trials and Binomial distribution.</p>	18	18

Dec.	<b>NOTE</b>		
Jan. &		Revision of whole syllabus and first pre-board examination	
Feb.		Remedial classes after selecting slow learners on the basis of first pre-board exam.	

### TENTATIVE SCHEDULE FOR UNIT TEST/EXAMINATIONS

- |    |                    |       |                   |
|----|--------------------|-------|-------------------|
| 1. | I Term Unit Test   | _____ | 2nd Week of July  |
| 2. | II Term Unit Test  | _____ | 3rd Week of Sept. |
| 3. | H.Y. Examination   | _____ | 2nd Week of Nov.  |
| 4. | Pre Board Exam. I  | _____ | 2nd Week of Dec.  |
| 5. | Pre Board Exam. II | _____ | 3rd Week of Jan.  |

**Split-up Syllabus For Session 2008-09****Class XII****Code 054****Business Studies****Unitwise Weightage****Total Marks = 100**

	<b>Periods</b>	<b>Marks</b>
<b>Part A : Principle and Functions of Management</b>		
Unit 1 : Nature and Significance of Management	14	07
Unit 2 : Principles of Management	14	07
Unit 3 : Business Environment	10	—
Unit 4 : Planning	14	07
Unit 5 : Organizing	16	10
Unit 6 : Staffing	16	10
Unit 7 : Direction	22	12
Unit 8 : Controlling	14	07
	<hr/> 120	<hr/> 60
<b>Part B : Business, Finance and Marketing</b>		
Unit 9 : Financial Management	22	12
Unit 10 : Financial Markets	20	08
Unit 11 : Marketing	30	14
Unit 12 : Consumer Protection	16	06
	<hr/> 88	<hr/> 40

Month	Name of Topic	Contents	Weightage	Class Room Period	Computer Aided Period = Total
April	Nature and significance of Management	<b>Part A : Principles and Functions of Management</b> <b>Unit 1 : Nature and Significance of Management</b> (a) Management–Concept, Objectives, Importance. (b) Nature of management; Management as Science, Art, Profession. (c) Levels of management–top, middle, supervisory (first level) (d) Management functions–Planning, Organizing, Staffing, Directing and Controlling. (e) Coordination–nature and importance.	07	12	02=14
	Principles of Management	<b>Unit 2 : Principles of Management</b> (a) Principles of Management–meaning, nature and significance. (b) Fayol’s Principles of Management. (c) Taylor’s Scientific Management–Principles and techniques.	07	12	02=14
May & June	Business Environment	<b>Unit 3 : Business Environment</b> (a) Business Environment–Meaning and importance. (b) Dimensions of Business Environment–Economic, social, Technology, Political and Legal. (c) Economic Environment in India; impact of government policy changes on business and industry, with special reference to adoption of the policies of liberalization, privatization and globalisation.	—	08	02=10

July	Planing	<b>Unit 4 : Planning</b> (a) Meaning, features, importance, limitations. (b) Planning Process. (c) Types of Plans–Objectives, Strategy, Policy, Procedure, Method, Rule, Budget, Programme.	07	12	02=14
	Organising	<b>Unit 5 : Organising</b> (a) Meaning and importance. (b) Steps in the process of organising. (c) Structure of organization–functional and divisional. (e) Delegation–meaning, elements and importance. (f) Decentralization–meaning and importance. (g) Difference between delegation and decentralization.	10	14	02=16
	Staffing	<b>Unit 6 : Staffing</b> (a) Meaning, need and importance of staffing. (b) Staffing as a part of Human Resource Management.	10	03	01=04
August	Continued	(c) Steps in Staffing Process. (d) Recruitment–meaning and sources. (e) Selection–meaning and process. (f) Training and Development–meaning and need, method of training–job rotation, apprenticeship, vestibule and internship.		10	02=12
	Directing	<b>Unit 7 : Directing</b> (a) Meaning, Importance and Principles (b) Elements of Directing (i) Supervision–Meaning and importance.	12	20	02=22

		<p>(ii) Motivation–Meaning and importance, Maslow’s hierarchy of needs, Financial and non-financial incentives.</p> <p>(iii) Leadership–Meaning, importance, qualities of a good leader.</p> <p>(iv) Communication–Meaning and importance, formal and informal communication, barriers to effective communication.</p>			
Sept.	Controlling	<p><b>Unit 8 : Controlling</b></p> <p>(a) Meaning and importance</p> <p>(b) Relationship between planning and controlling.</p> <p>(c) Steps in the process of control.</p> <p>(d) Techniques of controlling : budgetary control.</p> <p><b>Part B : Business, Finance and Marketing</b></p> <p><b>Unit 9 : Financial Management</b></p> <p>(a) Meaning, role, objectives of financial management</p> <p>(b) Financial Planning–Meaning and importance.</p> <p>(c) Capital Structure–meaning and factors.</p> <p>(d) Fixed and Working Capital–Meaning and factors affecting its requirements.</p>	07	12	02=14
	Financial Management		12	20	02=22
Oct.	Financial Markets	<p><b>Unit 10 : Financial Markets</b></p> <p>(a) Concept of Financial Market–Money Market, nature, instruments.</p> <p>(b) Capital market–Nature and types, Primary and Secondary market.</p>	08	18	02=20

	Marketing	<p>(c) Distinction between capital market and money market.</p> <p>(d) Stock Exchange–Meaning, functions, NSEL, OCTEI, Training procedure.</p> <p>(e) Securities and Exchange Board of India (SEBI)– Objectives, Functions.</p> <p><b>Unit 11 : Marketing</b></p> <p>(a) Marketing–Meaning, features and role.</p> <p>(b) Distinction between Marketing and Selling.</p> <p>(c) Marketing mix–Concept and elements.</p> <p>(i) Product–Nature, classification, branding, labelling and packaging.</p> <p>(ii) Physical distribution–Meaning, role, channels of distribution–meaning, types, types, factors determining choice of channels.</p>	14	14	02=16
<b>Half Yearly Examinations</b>					
Nov.	Continued	<p>(iii) Promotion–meaning and role, Promotion mix, Role of Advertising and Personal Selling, ,Objections to Advertising.</p> <p>(iv) Price–factors influencing pricing.</p> <p><b>Unit 12 : Consumer Protection</b></p> <p>(a) Importance of Consumer Protection.</p> <p>(b) Consumer Rights.</p> <p>(c) Consumer Responsibilities.</p> <p>(d) Ways and means of Consumer Protection–consumer awareness and legal redressal with special reference to Consumer Protection Act.</p> <p>(e) Role of Consumer Organisations and NGOs.</p>	06	12 14	02=14 02=16

## Split-up Syllabus For Session 2008-09

Class XII

Code 055

Unitwise Weightage

Accountancy

Total Marks = 80+20

	Periods	Marks
<b>Part A : Accounting for-Not-for-Profit Organisations, partnership firms and companies</b>		
Unit 1 : Accounting for Not for profit organisations	22	10
Unit 2 : Accounting for partnership firm	14	05
Unit 3 : Reconstitution of partnership	34	20
Unit 4 : Accounting for Share Capital and Debenture	54	25
	—————	—————
	124	60
	—————	—————
<b>Part B : Financial Statements Analysis</b>		
Unit 5 : Analysis of Financial Statements	33	12
Unit 6 : Cash Flow Statement	33	08
Unit 7 : Project Work	18	20
	—————	—————
	84	40
	—————	—————
OR		

Month	Name of topic	Contents	Weightage	Class Room Period	Computer Aided Period = Total
April	Accounting for Not-for profit organisations	<b>Part A : Accounting for Not-For-Profit Organisations, Partnership firms and Companies.</b> <b>Unit 1 :</b> Accounting for Not-for-profit organisations. (a) Not for profit organisation : Meaning and examples (b) Receipts and payments : Meaning and concept of fund based accounting (c) Preparation of Income and Expenditure Account and Balance Sheet from Receipt and Payment Account with additional information.	10	20	02=22
	Accounting for Partnership Firms	<b>Unit 2 :</b> Accounting for Partnership Firms (a) Nature of partnership firm : Partnership deed– meaning, importance. (b) Final accounts of partnership : Fixed VS Fluctuating Capital, Division of profit among partners, Profit and Loss Appropriation Account including past adjustments.	05	12	02=14
May & June	Reconstitution of Partnership	<b>Unit 3 :</b> Reconstitution of Partnership Changes in Profit Sharing Ratio among existing partners– Sacrificing Ratio and Gaining Ratio (a) Accounting for Revaluation of Assets and Liabilities and distribution of reserves and accumulated profits.	20	9	01=10
July	Contd.	(b) Goodwill : Nature, Factors affecting and methods of valuation : Average profit, Super profit and Capitalisation methods.		32	02=34

		<p>(c) Admission of a partner : Effect of Admission of Partner, Change in Profit Sharing Ratio, Accounting Treatment for goodwill (As per as 10), Revaluation of Assets and Liabilities, Reserves (accumulated profits) and adjustment of capitals.</p> <p>(d) Retirement/Death of a Partner : Change in Profit Sharing Ratio, Accounting treatment of goodwill, Revaluation of Assets and Liabilities, Adjustment of accumulated profits (Reserves) and Capitals.</p>			
August	Accounting for Share Capital and Debenture	<p><b>Unit 4 : Accounting for Share Capital and Debenture</b></p> <p>(a) Share Capital : Meaning, Nature and Types</p> <p>(b) Accounting for Share Capital : Issue and Allotment of Equity and Preference Shares; Private placement of Shares, meaning of employee stock option plan, public subscription of shares, over subscription and under subscription; issue at par, premium and at discount, call in advance, calls in arrears, issue of shares for consideration other than cash.</p> <p>(c) Forfeiture of Shares : accounting treatment, re-issue of forfeited shares.</p> <p>(d) Presentation of Share Capital and Debenture in Company's Balance Sheet.</p> <p>(e) Issue of debenture—at par and premium; issue of debenture for consideration other than cash.</p>	25	30	04=34
Sept.	Continued	<p>(f) Redemption of debentures</p> <p>(g) Out of capital; reduction methods : Using own format</p>			

	Analysis of Financial Statements	<b>Part B : Financial Statements Analysis</b> <b>Unit 5 : Analysis of Financial Statements</b> (a) Financial Statements of a Company : Preparation of simple balance sheet of a company in the prescribed form with major headings only. (b) Financial Statements Analysis : Meaning, significance and purpose, limitations. (c) Tools for Financial Statement Analysis : Comparative Statements, Common Size Statements. (d) <b>Accounting Ratios</b> : Meaning and objectives, types of Ratios Liquidity Ratios : Current Ratio, Liquidity Ratio Solvency Ratios : Debt to enquiry, Total assets to debt, Proprietary Ratio Activity Ratios : Inventory Turnover, Debtors Turnover. Payables Turnover, Working Capital Turnover, Fixed Assets Turnover, Current Assets Turnover. <b>Profitability Ratios</b> : Gross Profit, Operating Ratio, Net Profit Ratio, Return on Investment, Earning per share, Dividend per share on Earning Ratio.	12	11	02=13
Oct.	Continued Statements			18	02=20

#### Half Yearly Examinations

Nov.	Cash Flow Statement	<b>Unit 6 : Cash Flow Statement</b> Cash Flow Statement: Meaning and objectives, preparation, adjustments related to depreciation, dividend and tax, sale and purchase of non-current assets (as per revised standard issued by ICA).	08	20	03=23
Dec.	Project Work	Project Work in Accounting.	20	16	02=18

**Split-up Syllabus For Session 2008-09**  
**Class XII**  
**Economics**

UNITS	TITLE	PERIODS (CBSE)	MARKS (100)
	<b>PART–A : Introductory Micro Economics</b>		
1.	Introduction	10	4
2.	Consumer Behaviour and Demand	25	13
3.	Producer Behaviour and Supply	37	23
4.	Forms of Market and Price Determination	20	10
5.	Simple Applications of Tools of Demand and Supply Curves	12	—
		<u>104</u>	<u>50</u>
	<b>Part–B : Introductory Macro Economics</b>		
1.	National Income and Related Aggregates	30	15
2.	Determination of Income and Employment	25	12
3.	Money and Banking	18	8
4.	Government Budget and The Economy	17	8
5.	Balance of Payments	14	7
		<u>104</u>	<u>50</u>

Month	Detail	Periods	No. of Computer Aided Periods	Marks	Remarks
April and May	<b>Part-A : Introductory Micro-Economics</b> <b>Unit I : Introduction</b> (a) What is micro-economics ? (b) Central problems of an economy, production possibility curve and opportunity cost	10		4	
	<b>Unit II : Consumer Behaviour and Demand</b> (a) Consumer's Equilibrium—meaning and attainment of equilibrium through utility Approach, One and two commodity cases. (b) Demand, market demand, determinants of demand, demand schedule, demand curve, <b>movement along and shifts in demand curve</b> , price elasticity of demand, measurement of price elasticity of demand-percentage, total expenditure and geometric method.	25	04	13	
June and July	<b>Unit III : Producer Behaviour and Supply</b> (a) Production Function : Returns to factor and returns to scale. (b) Supply, Market Supply, Determinants of Supply, Supply Schedule, Supply curve movement along and shifts in supply curve, price elasticity of supply, measurement of price elasticity of supply-percentage and geometric method. (c) Cost and Revenue : Short run costs—Total Cost, Total Variable Cost, Total Fixed Cost, Average Fixed Cost, Average Variable Cost and Marinal of Cost—Meaning and their relationship. Revenue—total, average and marginal revenue—Producer's	37	04	23	



	<b>Unit VIII : Money &amp; Banking</b> (a) Money–meaning and functions (b) Central Bank–meaning and functions (c) Commercial Banks–meaning and functions	18		8	Recent significant reforms & issues in Indian Banking System–Privatisation & Modernisation has been deleted as per CBSE Circular No. 15/07 dated 12/3/07.
October	<b>Unit IX : Government Budget and the Economy</b> (a) Government Budget–meaning and its components, Objectives of govt. budget. (b) Classification of receipts–revenue and capital, Classification of expenditure, revenue and capital, plan and non-plan, and development and non-development. (c) Balanced budget, surplus and deficit budget, meaning and implications. Revenue deficit, fiscal deficit and primary deficit, meaning and implications, measures to contain different deficits.	17	04	8	Downsizing the role of govt : meaning and implications has been deleted as per CBSE Circular No. 15/07 dated 12/03/07.
Nov.	<b>Unit X : Balance of Payments</b> (a) Foreign exchange rate–meaning (fixed & flexible) merits and demands; Determination through demand and supply. (b) Balance of payments accounts–meaning and components.	14	04	7	A brief analysis about recent exchange rate issues has been deleted as per CBSE Circular No. 15/07 dated 12/3/07.
Dec. Jan. & Feb. 2009	Revision and Sample paper discussion Pre-Board Exam.				
	Note : As per oral instructions the books prescribed by NCERT may be treated as one of the reference books (By CBSE Economics experts during evaluation of AISSCE-2007 Economics answer sheets.)				

## Split-up Syllabus For Session 2008-2009

### Class XII

#### Information Practices

MONTH	TOPICS	PERIODS
April-May	<p><b>Business Computing and Database Applications</b></p> <p>Business Computing, Information Systems, Introduction to Open Source Based Software, Review of Information System Fundamentals, Information System Building Blocks, Structure of Information System, Database and Information system, Traditional Database Applications.</p> <p>Advanced Programming Development Methodology, System Development Life Cycle, Database Development Life Cycle, Entity Relationship Data Model, SQL and RDBMS.</p> <p>Advanced Database Technologies</p> <p>Data Warehousing, Characteristics of a Data Warehouse, Developing Data Warehouse, The Data Warehouse Model, Data Mining, Fundamentals of Data Mining, How Data Mining Works, Techniques used in Data Mining, Architecture for Data Mining, Object Modelling, Object oriented Terminology, Understanding Object Modelling, Object Modelling through UML, Client/Server Computing.</p>	20
June-July	<p><b>Visual Basis Revision Tour</b></p> <p>Introduction, Features of VB, Visual Basis Environment, VBIDE, Object Naming Conventions, Properties, Methods and Events, Event Procedures; Data Types in VB, Variables, Fixed length Vs. Variable length String, assigning values to variables, literals, data type conversion, variable default values, Implicit and Explicit variable declaration, Defining named constants, variable scope, variable lifetime, Static variables, Scoping User-defined Constants, Operators in Visual Basic, Math Operator, Concatenation Operator, Comparison Operators, Logical Operators and Operator Precedence, Loading, Showing and Hiding Forms, FORM_LOAD Event, Basic Controls, Command Button, Label, Textbox, Checkbox, Option Button, Frame, Listbox, Combobox, HScrollbar, Vscrollbar, Image control, PictureBox control, Shape and Line control, Timer Control, File System controls. Understanding Focus, some useful events, Control Arrays, Creating Menus, Popup Menu, Controlling Menu at Runtime, data terminology, Data control Accessing Data through Recordset object, Navigating the Recordist, Modifying database through recordset, OLE Container Control, Creating and Embedding Object at runtime, creating a linked object, building OLE Container Control to a database, Visual Basic Control Categories, Adding and Removing Active X Controls, Common Dialog Boxes, Microsoft Windows Common Control, Adding a Toolbar, Statusbar, Dialog Boxes.</p>	22

	<p><b>Visual Basic Control Categories</b></p> <p>Control Flow, Decision Structures, If If(), Select.....case statements, looping structures, Nesting Loops, existing from loops, problem with loops, Arrays, Need for Arrays, Declaring fixed size arrays, setting upper and lower bounds, loops and arrays, array within arrays, Dynamic Arrays, FOR EACH.... NEXT loop.</p> <p>Procedure, Functions and Modules.</p> <p>Types of Procedures, Sub Procedures, Function Procedures, Property Procedures, Working with Procedures, Passing Prameters to Procedures, using optional arguments, Providing default for an optional Argument, Exiting from Procedures, Sub Main() Procedures, Code Modules, Form Modules, Standard Modules, Class Modules, Variable Scope.</p>	
August	<p><b>Library Functions</b></p> <p>Introduction, String Functions, Numeric Functions, Date and Time Functions, Miscellaneous Functions.</p> <p>VB Interface Styles.</p> <p>Interface Styles, Multiple forms Vs. SD/MDI, Building MDI Applications, Parent Child Mensus, Loading and Unloading Child Forms, Addressing the forms, The Window Menu, Characteristics of MDI Child Forms.</p> <p>Databases and ADO, OLE DB &amp; ODBC</p> <p>Data Concepts, Data Access Mechanisms, VB Data Control, ADO and OLEDB, Accessing Database using ADODC, Setting up ADO Control, Extracting Select Data, Navigating the Recordset, Modifying Database through Recordset, Using ADO Programmatically, ADO Object Model, Programming ADO, Performing Operations through Recordset, Data Bound Subforms, ADO and ODBC.</p>	20
September	<p><b>Oracle SQL Revision Tour</b></p> <p>Different Data Models, Relational Model Terminology, Normalization, Working with DBMS, Introducing Oracle, Two and Three tier computing Model, SQL, Oracle Internal Datatypes, SQL Select Statement, SQL Functions, Character, Numeric, Date, Data Type Conversion, Aggregate and Miscellaneous Functions, Joins, Equi and Natural Join, Self and Outer Join, Subqueries, Types of Subqueries, Using ANY, ALL, EXISTS Operators, Database Objects, Views, Synonyms, Sequences, Indexes, Creating Tables, Data Integrity through constraints, viewing a table structure, creating table from existing table, Inserting data into table, Modifying data with Update Command, Deleting data with Delete Command, using Data Dictionary, TCL, Altering Table, DCL Commands.</p>	26

	<p><b>Database Fundamentals</b></p> <p>Concept of Database Transaction, Transaction execution, Transaction handling, Transaction Properties, Data Communication and DBMS, Network Protocol, Stored Procedures, Distributed Databases.</p>	
October	<p><b>Getting Started with PL/SQL</b></p> <p>SQL Vs. PL/SQL, PL/SQL Architecture, PL/SQL and SQL * Plus, PL/SQL Fundamentals, PL/SQL Character Set, Identifiers, Delimiters, Datatypes, Literals and Constants, Variables, Assignments and Comments, Operators and Expressions, Printing in PL/SQL Block, Writing and Executing PL/SQL Program, PL/SQL Block Structure, Types of Blocks, Nested Blocks, Variable Scope and Visibility. PL/SQL Control Structures, Conditional Control Statement IF, Iterative Control Structures-Loops, GOTO Statement, NULL Statement, SELECT INTO Statement, Exception handling in PL/SQL.</p>	14
November	<p><b>Interacting with Database</b></p> <p>Transaction Management, Transaction Specifications, Cursors in PL/SQL, Explicit Cursors, Implicit Cursors, Cursor Based Records, Cursor FOR Loops.</p> <p>Creating Procedures.</p> <p>Introducing Procedures, Types of PL/SQL Procedures, Creating Procedures, Creating Stored Procedures, Parameters to Procedures, Actual Vs. Formal Parameters, Parameter modes, Parameters declaration, default values to parameters, The END Label, Functions, Testing with SQL * Plus Bind Variables, finding, altering and removing stored procedures.</p>	18
December	<p><b>Triggers</b></p> <p>Triggers, Create Trigger Syntax, Trigger Types, Parts of a Trigger, Creating Triggers, Mutating tables, Instead of Trigger, Modifying Views, Trigger Manipulation, Disabling/Enabling Triggers, Triggers on System and User Events.</p> <p>Developing Database Applications</p> <p>Employee Pay Processing System.</p>	12