

**COMPUTER DEPARTEMNT  
LORETO COLLEGE**

**TIME PLAN 2023-2024**

Name of the teacher: CHANDRANI SENGUPTA/ CHINMOYEE RAY

Initials: CSG/ CR

**Teaching Objective:**

- Provide knowledge how to create more than one database using access tools and how to relate that one database to other via relationship toolbar and gather specific data using queries whenever required.

**4<sup>th</sup> Semester Topic-wise Time Plan**

<b>Topics</b>	<b>Hours allotted</b>	<b>Topics (as per curriculum)</b>	<b>Learning outcome (output)</b>	<b>Assessment</b>
1	10	Introduction to MS Access	Demonstrate the purpose of Ms access	2
2	15	Working with table data	Generate table and check with different view	10
3	26	Querying a database	Apply queries to find special data from 1 or more database	10
4	27	Working with forms	Evaluate the data and generate forms based on it	5
5	10	Generating Reports	Construct reports based of the data and can be print if required	5
6	19	Designing a Relational Database	Construct relations between more than 2 tables / databases	10
7	20	Working with functions	Evaluate the queries by using functions	5
8	11	Sharing data across Applications	Generate the records and share it across via any sharable media	5