INDIAN TECHNICAL EDUCATION SOCIETY
MUMBAI

CERTIFICATE COURSE
COMPUTERS PROGRAMMING (CP)

EXAM SCHEME: THEORY PAPER 100 MARKS – 3 HRS.
PRACTICAL   100 MARKS – 2 HRS.

[CP / DCP & SA – II]

THEORY SYLLABUS

1) Ms-Access – I

Introduction, What is Access, What is in an Access database file, Creating a new database, Opening an existing database, Importing data from other applications, The database file in Access, Renaming a database, Developing applications in Access, Use of linked tables.

2) Ms-Access – II

The importance of good table design, Datasheet basics, Creating a new table, Specifying the primary key, Setting field properties, Using the input mask wizard, Key terminology, Fields and field properties, Field names, Data types.

3) Ms-Access – III

The advantage of using tables and relationships, "Normalized" table design, Creating relationships between tables, Editing and deleting relationships, One- to- many relationships, Referential integrity, Application to the assignment.

4) Ms-Access – IV

Using queries to get the information you need, Creating a query, Five basic query operations, Sorting, Selection.

5) Ms-Access – V

The advantages of forms within forms, Creating the main form, Creating the subform, Linking the main form and subform, Linking forms and subforms manually, Non- synchronized forms, Aesthetic refinements, Changing the form's caption, Eliminating unwanted scroll and navigation buttons, Application to the assignment.

6) Visual Basics – I

Menu Bar, Tool Bar, Project Explorer, Properties Window, Form Layout Window, Toolbox.

7) Visual Basics – II

Form Designer, Object Browser, Working with controls, Setting form properties, Developing an application Variables, Data types, Control Structures.

8) Visual Basics – III

If –then-else statement Select - case statement, Do-while – loops statement, Do---loop while statement, Do--- loop until statement, For---Next loop statement

9) Visual Basics – IV

Visual Basic Built-in Functions, Date and time functions, Comparison and relational Operators.

GUIDELINE FOR PAPER SETTER

Q. 1.   **: Compulsory and objective type. 20 Marks.**
Q. 2. to Q. 7.   **: Candidate has to solve any Five out of these Six. 16 Marks each**

WEIGHTAGE

Topic 1,2,3: 35%   Topic 4,5,6: 35%   Topic 7,8,9: 30%

RECOMMENDED TEXT

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