

Subject Name :- English (Communication Skill) - 1st Year

(Subject Code :- 90000001)

1) PROSE LESSONS

	Topic	Author
1	Preamble of the Indian Constitution	(Amended)
2	The Panorama of India's Past	(Page No. 40 to 44 from Jawaharlal Nehru's "The Discovery of India"- Penguin Books 2004
3	My Experiments with truth- M.K.Gandhi	HOW I BEGAN LIFE (Page no. 84 to 86 - My Experiments with truth-M.K.Gandhi)
4	Right to Information – RTI ACT 2005 : A step towards transparency in governance expressions.	(F.Y.B.A Textbook prescribed by N.M.V Jalgaon from 2013-14)

2) SHORT STORIES

	Topic	Author
1	The Homecoming	By Rabindranath Tagore
2	Arjun	By Mahashweta Devi
3	Quality	By John Galsworthy (Page 35-41 worthy words by .edited by Pravin Kumar- S.Chand Publication)
4	The Last leaf	By O.Henry (Page 28-34 edited by Praveen Kumar - S.Chand Publication 2005)

3) POETRY

	Topic	Author
1	Mourn for me Mumbai	Indu K.Mallah,Indian Literature Jan/Feb 2013 (Page 125-126)
2	The Road not taken	Robert Frost
3	The Patriot	Nissim Ezekiel (Page 237-238,Collected Poems 1952-1988,Oxford,1999)
4	Work	D.H.Lawrence (Page no.121-122 'Worthy words 'Edited. PraveenKumar,S.chand 2005)

Grammar

	Topic
1	Parts of speech
2	Vocabulary - Synonyms, Antonyms, Conversion of noun, adjective verb, proverb into other category of words
3	Tense - Identification of Conversion
4	Subject-Verb Agreement
5	Types of sentences – A) Simple, complex and compound B) Assertive, Imperative, Exclamatory & Interrogative
6	Direct - Indirect speech
7	Change the voice

Practical

The activities based on theory syllabus are to be demonstrated and conducted in the class distributed in 36 scheduled hours across the year.

- Eg.
- 1) Story telling
 - 2) Grammar games for
 - i) Tenses
 - ii) vocabulary
 - iii) Describing things using given sentence structure
 - iv) preposition games (blind folding)
 - 3) Listening activities
 - i) Fill in the blanks after listing.
 - ii) Catch the appropriate words
 - 4) Reading activities
 - 5) Poetry singing and recitation etc.

English (Communication Skill) - 2nd Year

1) Communication and its types

- 1.1 Definition
- 1.2 Types advantages / limitations
- 1.3 Formal communications
- 1.4 Informal communications
- 1.5 Verbal communications
- 1.6 Non-verbal communications
- 1.7 Vertical communications
- 1.8 Horizontal communications

2) Channels of Communication

- 2.1 Introductions
- 2.2 Formal Channels
 - a) Vertical
 - b) Horizontal
 - c) Consensus
- 2.3 Communication cycle and event.

3) Barriers in communications

- 3.1 Introduction
- 3.2 Physical barriers
- 3.3 Language barriers
- 3.4 Socia – psychological barriers
- 3.5 Cross - Cultural barriers

4) Effective Communications

- 4.1 Components of effective communication
- 4.2 Overcoming the communication barriers
- 4.3 Developing effective messages

5) Written communications

- 5.1 Preparation of resume
- 5.2 Formal letters
- 5.3 Job applications
- 5.4 Complain letters
- 5.5 Enquiry letters
- 5.6 Letters of appreciation and acknowledgement
- 5.7 Informal letters
- 5.8 Goodwill letters
- 5.9 Friendly letters
- 5.10 Report writing
- 5.11 Leaflet writing

6) Test and Tutorials

7) Soft skills

- 7.1 Self - introduction and ice-breaking
- 7.2 Interview techniques
- 7.3 Group discussion
- 7.4 Presentation skills
- 7.5 elocution

8) E-Communications

- 8.1 Social networking sites
- 8.2 Technical Communications
 - a) Introduction
 - b) Importance of technical communication
 - c) Type of technical communication
 - i) Telephonic Communication
 - ii) E-Communication

a) For Elective I – Student can choose any one subject	
Code	Subject Name
90000011	Applied Mathematics
90000012	Business Economics
90000013	Physical Biology (Botany & Zoology)
90000014	Entrepreneurship
90000015	Psychology

Elective - I - Subject Name : ENTREPRENEURSHIP – 1st Year**(Subject code : 90000014)**

Theory	Practical
Detailed Syllabus : 1.0. Entrepreneurship 1.1. Concept, Functions and need 1.2. Entrepreneurship: Characteristics and Competency 1.3. Relevance of Entrepreneurship to Socio-Economic Gain: generating National Wealth, creating Wage and Self -Employment, Micro, Small and Medium Enterprises, Optimizing Human and Natural Resource and Solving Problems in the path of prosperity, building enterprising Personality and Society. 1.4. Process of Entrepreneurship Development.	Detailed Syllabus I. Study visit by students to any enterprise of own choice. With the help of a schedule/questionnaire the students will record observation regarding – the background of entrepreneur, reasons for selecting the entrepreneurial career, starting the enterprise, the type of enterprise, the process of setting this enterprise, products/services, production process, investment made and marketing practices followed, profit or loss, growth and development, problems faced, institutions/organizations which offer support and entrepreneur's level and type of satisfaction.
2.0. Entrepreneurial Pursuits and Human Activities: 2.1. Nature, Purpose and pattern of Human Activities: Economic and Non-Economic, Need for innovation. 2.2. Rationale and Relationship of Entrepreneurial pursuits and Human Activities.	II. Preparation of a brief report based on the observations made during study-visit to an enterprise.
3.0. Acquiring Entrepreneurial Values and Motivation 3.1 Entrepreneurial Values, Attitude and Motivation- Meaning and concept. 3.2 Developing Entrepreneurial Motivation and Competency – concept and process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability and Planning Action. 3.3. Barriers to Entrepreneurship 3.4. Help and support to Entrepreneurs	
4.0. Introduction to Market Dynamics 4.1. Understanding a Market 4.2. Competitive Analysis of the Market 4.3. Patents, Trademarks and Copyright	
5.0. Project Selection 5.1. Product Identification 5.2. Project Formulation	

ENTREPRENEURSHIP – 2nd Year

Theory	Practical
Detailed Syllabus : 1.0. Entrepreneurial Opportunities and Enterprise Creation 1.1. Sensing Entrepreneurial Opportunities 1.2. Environment Scanning 1.3. Market Assessment 1.4. Identification of Entrepreneurial Opportunities 1.5. Selection of an Enterprise 1.6. Steps in setting up of an Enterprise	Detailed Syllabus
2.0. Enterprise Planning and Resourcing 2.1. Business Planning – Preparation of a Project Report 2.2. Resource Assessment -Financial and Non – Financial. 2.3. Fixed and Working Capital Requirement, Funds, Flows, Profit Ratios, Break Even Analysis etc. 2.4. Mobilizing Resources – Sources and Means of Fund, Facilities and Technologies for starting an Enterprise.	
3.0. Enterprise Management 3.1. General management: Basic Management functions. 3.2. Organizing/Production of goods and services – quality, quantity and flow of inputs. 3.3. Managing Market: Meaning, Functions of Marketing, Marketing Mix: * Product * Price * Place * Promotion (advertising and sales promotion). 3.4. Managing Finance – Sources of Long Term and Short Term Finances, Determination of Cost, Income, Calculation of Profit/Loss. 3.5. Managing Growth and Sustenance -Affecting Change, Modernization, Expansion, Diversification and Substitution. 3.6. Entrepreneurial Discipline – Laws of Land, Ecology, Consumer's Concept, Adherence to Contract and Credits.	
4.0. Industrial Relations and Personnel Management 4.1. Meaning, Source of recruitment, Internal/External recruitment procedure 4.2. Incentives, appraisal and training, Industrial relations, Industrial disputes.	
5.0. Report Writing 5.1. Guidelines 5.2. Model project reports	

PRACTICAL (Second Year)

Introduction:

The Main objective of the course in Entrepreneurship is to generate in the students initiative, self reliance and enthusiasm so as to empower them to become entrepreneurs both in spirit and performance. A number of skills such as observation, evaluation, communication, resource mobilization and management, risk assessment, team building etc. is also to be developed in the students. Leadership qualities, sensitivity to business ethics and adherence to a positive value system are the core issues that the course highlights while presenting different concepts related to entrepreneurship.

Such a course should necessarily have a strong experiential component in the form of practical work. The objectives of the practical work are:

1. To introduce the students to the world of business by developing in them the core skills and competencies required for an entrepreneur.
2. To develop in the students qualities such as leadership, self-confidence, initiative, facing uncertainties, commitment, creativity, people and team building, integrity and reliability.
3. To enable the students to acquire the skills and knowledge needed for conducting surveys, collecting, recording and interpreting data and preparing simple estimates of demand for products and services.
4. To guide the students to prepare a Project Report.
5. To equip the students with knowledge and skills needed to plan and manage an enterprise through case studies conducted and recorded by the students in different fields such as resource assessment, market dynamics, finance management, cost determination, calculation of profit and loss etc.
6. To instill in the students important values and entrepreneurial discipline.

FORMAT

Total marks: 30

1. Project Report/Survey Report	10 Marks
2. Viva-Voce on PW /SR	05 Marks
3. Case Study	10 Marks
4. Problem Solving	05 Marks

1. Project Report/Market Survey Report

10 Marks

a) Project Report:

Preparation of a Project Report for an enterprise involving products/services Students may be provided adequate guidance to choose a project based on their interests and availability of information and authentic inputs in the locality. The specimen proforma of project report given in the textbook may be used for preparing the report. However, mechanical preparation of the report by filling in the information in the proforma should be discouraged.

Further, as the students will be required to appear for a Viva-voce on the basis of their projects, sufficient care should be taken by the students to prepare the report after studying the various aspects involved thoroughly. In a nutshell, the project report should lead to viable enterprise.

b) Market Survey Report

Market research is the process and technique of finding out who your potential customers are and what they want. The survey may be on products and services already available in the market or students may also conduct surveys for new products and services. The report of the survey should be organised under the following broad headings :

1. Objectives.
 2. Methods and tools (interviews ,questionnaires etc.) to be used to collect information.
 3. Records of data and information.
 4. Analysis of data and information.
 5. Interpretation and conclusion.
- For example, a survey may be conducted to find out the choice of households in toiletry soap, tooth paste etc. The data may be analysed to establish a pattern that may be useful to an entrepreneur.

Guidelines for assessment of Project Report / Survey Report

1. Presentation: Format, Clarity, Use of graphs, tables and other visuals, organisation, methodical recording of data and information and general neatness of execution. 5 marks
 2. Originality and Creativity 3 marks
 3. Authenticity of information and correctness of calculations and general feasibility of the project/ sustainability of conclusion drawn in the survey. 2 marks
- 2. Viva Voce on the Project /Market Survey Report** 5 Marks
- The questions should establish that the report is the original work of the student and that the student has a reasonably clear understanding of the work carried out by him/her. Entrepreneurial qualities such as leadership, self-belief, creativity, originality, initiative etc. may also be assessed by asking a variety of questions related to the report.

3. Case Study

10 marks

A case study is a focused research on an organisation, enterprise, practice, behaviour or person undertaken to highlight an aspect that the study attempts to examine. For instance, a case study may be conducted on the pollution control methods being employed by an industry. Or a successful industrialist may be chosen as a subject of a case study to analyze and understand the strategies that the industrialist adopted :to achieve success.

Ideally, a case study should be conducted on subjects with the objectives of bringing to the fore beliefs, practices, strategies, values etc. that have made them what they are. Such studies help us to understand the way in which great minds think and operate. We may also conduct case studies on failures; why a company collapsed, how a service lost its market etc. From both the types of case study, we learn lessons; how to do something or how not to do something. They also provide valuable insight into the processes involved in an enterprise.

A few topics are suggested for carrying out case studies :

- i) Drawing a profile of a successful entrepreneur.
- ii) Studying a public sector undertaking and highlighting its sucess/failure, by analyzing the factors responsible.
- iii) Studying a small scale unit in the locality to bring out the procedures and processes adopted by the unit to become a feasible business venture.
- iv) A study of competition in business by choosing two or more rivals in the market and analyzing their strengths and weaknesses.
- v) Take the school itself for a case study and analyze any two aspects of the school plant for chalking out a plan of action: infrastructure, academics, co-curricular activities etc.
- vi) A case study on a thriving fast food shop/restaurant in your locality. What makes it so popular?
- vii) A case study on the ways in which a business unit has mobilised its financial resources.
- viii) A case study on the enterprise management techniques adopted by a business house.

- ix) A case study on the marketing strategies of a successful consumer durable company.
- x) A case study on the financial management of a Public Limited Company.
- xi) A case study on any Specialized Institution that supports and guides the establishment of a small scale unit.
- xii) Studying the balance sheets of two big private companies to assess their trade and credit worthiness.
- xiii) Studying the inventory management of a large manufacturing industry to ascertain the processes involved for optimizing cost.
- xiv) Carrying out a case study on an established industrial house/company to find out the value system of the company and how it fulfils its social commitment/obligations.
- xv) Carrying out a case study on an established industry to ascertain the processes followed to reduce/prevent pollution.
- xvi) Study on environment friendly companies and their contribution to preservation.

Assessment of Case Studies

- i) Presentation: Format, accuracy, clarity, authenticity and general neatness 7 marks
- ii) Analysis and Conclusions 3 marks

4. Problem Solving

5 marks

In this session, the students will be required to solve a problem in the form of a written test. The examiner may choose any problem related to the units in class XII Text Book and set it for the class. The problem may be in the following areas :

- a. How to scan the environment to establish the feasibility of a project.
- b. Given certain figures showing the consumption pattern of a product, drawing conclusions that have a bearing on similar products.
- c. Carrying out market assessment for a given product/service to ascertain the feasibility factor.
- d. Assessment of Working Capital.
- e. Calculation of total cost of production.
- f. Calculation of break-even point.
- g. Determining location of a manufacturing unit.
- h. Problems in inventory control (calculation of the Economic Order Quantity and carrying out ABC analysis).
- i. Applying Pricing methods to determine the price of a product or service.
- j. Applying promotion mix to plan a sales campaign for a product or service.
- k. Working out a simple budget for a given task or job.

Assessment of Answers

The examiner may prepare five problems which are solved by him/her before they are presented to the students. The student may choose anyone of the problems and solve it, showing the different steps/different reasons involved in the solution. If the problem does not involve actual calculations, it may not have anyone correct answer. So weightage should be given not only to the final answer but to the entire process of problem solving that the student has followed.

Originality and innovative spirit should be rewarded. The students should not be penalized for pelling

errors, grammatical mistakes etc. as long as the answer is coherent. Where definite formulas are involved, accuracy should be given due weightage.

LIST OF SUGGESTED REFERENCE BOOKS

01. Entrepreneurship – Class XI – C. B. S. E., Delhi.
02. Entrepreneurship – Class XII- C. B. S. E., Delhi.
03. Udyamita (in Hindi) by Dr. M M.P. Akhouri and S.P Mishra, pub. by National Institute for Entrepreneurship and Small Business Development (NIESBUD), NSIC-PATC Campus, Okhla.
04. Trainer’s Manual on Developing Entrepreneurial Motivation, By M.M.P. Aukhori, S.P. Mishra and R. Sengupta, Pub. by (NIESBUD), NSIC-PATC Campus, Okhla.
05. Behavioral Exercises and games – manual for trainers, learning systems, by M. V. Despande, P. Mehta and M. Nandami.
06. Product Selection by Prof. H.N. Pathak, Pub. By (NIESBUD), NSIC-PATC Campus, Okhla.
07. Entrepreneurial Development – Dr. S. Moharana and Dr. C.R.Dash, Pub. by RBSA Publishers, Jaipur.
08. Entrepreneurial Development by S.S.Khanna, Published by S.Chand & Company Ltd., Ram Nagar, New Delhi.
09. Entrepreneurial Development by C.B. Gupta and N.P.Srinivasan, Publisher Sultan Chand & Sons, 1992.
10. Entrepreneurship Development – Principles, Policies and Programmes by P. Saravanavel, Publishers Ess Pee Kay Publishing House, Madras.
11. Entrepreneurship, Growth and Development, by Rashi Ali, Pub. by Chugh Publication and Strech Road, Civil Lines, Post Box No. 101, Allahabad-211991.
12. Entrepreneur and Entrepreneurship Development and Planning in India, by D.N.Mishra, pub. by Chugh Publication, Allahabad.
13. Aoudhogik Disha Nirdesh (in Hindi) Pub. by Centre for Entrepreneurship Development, M.P. (CEDMAP), 60, Jail Road, Jhangerbad, Bhopal-462008.
14. Entrepreneur, Industry and Self-employment Project, Part-I and 2(in Hindi), Pub. by Centre for Entrepreneurship Development, M.P. (CEDMAP), 60 Jail Road, Jhangerbad, Bhopal- 462008.
15. Small Scale Industry & Self-Employment Projects, Part-I and 2 (in Hindi), Pub. by Centre for Entrepreneurship Development, M.P. (CEDMAP),60 Jail Road, Jhangerbad Bhopal.

Magazines

01. Udyamita Samachar Patra,(Monthly, Hind), Pub. by Centre for Entrepreneurship Development, M.P.(CEDMAP), 60 Jail Road, Jhangerbad, Bhopal-462008.
02. Science Tec. Entrepreneur (A Bi Monthly Publication), centre for Enterprenurship Development, M.P. (CEDMAP), 60 Jail Road, Jhangerbad , Bhopal -462008.
03. Laghu Udhhyog Samachar.
04. Project Profile by DCSSI.
05. Project Profile by Pub. Centre for Enterpreurship Development, M.P. (CEDMAP), 60 Jail . Road, Jhangerbad, Bhopal-462008.

b) For Elective II – Student can choose any one subject

Code	Subject Name
90000021	Applied Sciences (Physics & Chemistry)
90000022	Computer Application
90000023	Business Mathematics

Elective –II - Computer Applications– 1st year
(Subject Code – 90000022)

Theory	Practical
Detailed Syllabus : 1.0. Introduction 1.1. Basic Computer and its structural theory 1.2. Input devices 1.3. Output devices 1.4. Storage devices 1.5. Computer types and their applications 1.6. Computer Software/Hardware	Detailed Syllabus 1.0. Computer basics 1.1. Identification of Keyboard, Printer, Monitor Scanner, Webcam, Microphone, Speaker 1.2. Sample collection of various type of storage devices, specifications and charts
2.0. Operating systems 2.1. Various types of Operating systems 2.2. Comparison between the different types of OS 2.3. Network Operating systems and their features 2.4. Microsoft Disk Operating System, its nature and history. 2.5. Unix, features, merits and demerits in using Unix as OS. 2.6. Microsoft Windows, development & growth of MS Windows, features, merits and demerits of MS Windows. 2.7. MS Windows NT, features, merits & demerits 2.8. System requirements for various Operating Systems 2.9. Windows default icons and their applications	2.0. Practice 2.1. Practice of MS DOS commands 2.2. Installation of MS Windows 2.3. Practice on Add/Remove programs 2.4. Practice on My computer, Display properties, My documents, My Network places
3.0. Microsoft Word 3.1. Introduction to MS Office 3.2. MS Word applications 3.3. Creation of Document and file operations 3.4. Formatting features of document 3.5. Modification/ editing documents 3.6. Inserting images, files, tables, symbols and various attributes 3.7. Creating and formatting of tables 3.8. Mail merge 3.9. Page layout and design features 3.10. Spell & grammar check in documents 3.10. Print preview & printing of documents 3.11. Converting documents to PDF files.	3.0. Documentation 3.1. Create and save a document 3.2. Format the text with different font size, font styles 3.3. Setting up different page sizes, orientation. 3.4. Making various type of documents like Bio Data, letters, project reports 3.5. Printing of documents
4.0. Microsoft Excel 4.1. Introduction to Excel and its applications 4.2. Features of MS Excel 4.3. Outline of Worksheet & Workbook 4.4. Data types 4.5. Study of various menus of MS Excel 4.6. Creation of worksheet, editing worksheets, save, copy & deleting worksheets. 4.7. Functions of MS Excel 4.8. Formulas of MS Excel. 4.9. Types of charts, creation of data Charts, editing and insertion of charts. 4.10. Sort facility 4.11. Interconnecting Charts 4.12. Page setup, printing worksheets, charts... etc. 4.13. Converting Worksheets to PDF files.	4.0. Practice of Worksheets 4.1. Create and save worksheets 4.2. Editing the worksheets 4.3. Formatting worksheets 4.4. Insert charts 4.5. Making worksheets using formulas & functions 4.6. Making worksheets & printing with different formatting effects 4.7. Making worksheets with images, numbers and print them

Theory	Practical
5.0. MS Power point 5.1. General Introduction 5.2. Features & Applications of MS Power point 5.3. Creating Presentations 5.4. Study of different layouts and making presentations using different layouts 5.5. Using different animation effects. 5.6. Add Audio/Voice and visual effects to slides. 5.7. Filtration 5.8. Converting presentations to PDF files. 5.9. Inserting images, symbols to slides	5.0. Power Point practice 5.1. Create Slides of different types 5.2. Running presentations 5.3. Add slide transition effects and run slide show 5.4. Make presentations with audio/visual effects. 5.5. Printing PPT files 5.6. Making PDF format of PPT files
6.0. Networking & Internet Utilities 6.1. General Introduction of Computer Networking 6.2. Requirements/ Applications of Computer Networking 6.3. Layouts of Different Networks 6.4. Study of various Networking components 6.5. Limitations and merits of different topologies 6.6. Study of Server/client concept 6.7. Internet & its applications 6.8. Email and Chatting 6.9. E-trading concepts 6.10. Downloading files (Text and media files)	6.0. Networking practice 6.1. Identifying different network components 6.2. Collecting samples, charts, images of different networking components. 6.3. Installation of Network Interface card 6.4. Getting connected to Internet and accessing the internet 6.5. Creating personalized Email account 6.6. Chatting (Text and Voice chat) 6.7. Searching/surfing for the information in different sites. 6.8. Downloading
7.0. Project work 7.1. Understand the concept of making projects and preparing the project reports. 7.2. Preparation of a project using the software skills learned during the course.	7.0. Project Work 7.1. Making a working model/project using MS Excel/Power Point 7.2. Project Report

Elective –II - Computer Applications– 2nd year
(Subject Code – 90000022)

Theory	Practical
Detailed Syllabus : 1.0. Introduction MS Access 1.1. Objects of learning MS Access 1.2. Applications of MS Access 1.3. Database and Database Management System 1.4. Elements of Database Management System 1.5. Types of Data Bases & the merits & demerits	1.0. Study of overview of MS Access 1.1. Accessing MS Access and its menus to get familiar with it
2.0. Controlling Data Entry 2.1. Restrict Data Entry using field properties 2.2. Establish a pattern for entering field values 2.3. Create a list of values for a field	2.0. Creating Data Tables, Designing Fields and setting field properties
3.0. Joining Tables and creating Queries 3.1. Create Query joins 3.2. Join unrelated tables 3.3. Relate data within a table 3.4. Set Select Query properties 3.5. Create Parameter Queries 3.6. Create Action Queries	3.0. Creating Queries
4.0. Forms & Reports 4.1. Design a Form Layout 4.2. Enhance the appearance of a Form 4.3. Restrict Data entry in forms 4.4. Adding a command button to a Form 4.5. Create a Subform 4.6. Organize report information 4.7. Format the report 4.8. Set Report Control properties 4.9. Control Report pagination 4.10. Summarize Report information 4.11. Add a sub report to an existing report 4.12. Create a mailing label report	4.0. Practicing Forms and Reports 4.1. Creating different forms using different layouts 4.2. Data entry in to the forms 4.3. Creating different Reports using different layouts 4.4. Data formatting in to reports
5.0. Sharing data across applications 5.1. Import data in to Access 5.2. Export data from Access 5.3. Analyze Access data in Excel 5.4. Export Access data to a Text file 5.5. Merge Access data with a Word document	5.0. Practice: 5.1. Import Excel sheets in to Access 5.2. Import Tables in to Access 5.3. Export Access tables in to Excel format 5.4. Export Access data to a Text file 5.5. Merging data
6.0. Study of Application packages 6.1. Introduction to application oriented software packages 6.2. Study of Railway reservation Package 6.3. Study of different modules and menus available in online Railway Reservation Package 6.4. Study of Banking packages 6.5. Study of Library Management packages 6.6. Study of Inventory control packages 6.7. Study of School Management Packages	6.0. Practice 6.1. Collection of different trial packages 6.2. Visiting Organizations to collect different formats and procedures used in the system 6.3. Creating forms and Reports for the different packages using appropriate data bases
7.0. Project work 7.1. Understand the concept of making projects and preparing the project reports. 7.2. Visiting different organizations to have an idea of different packages 7.3. Preparation of a project using the software skills learned during the course.	7.0. Project Work 7.1. Making a working model/project using MS Access 7.2. Project Report