Faculty of Commerce & Business Management,.

B.Com. III Semester - Paper SEC1 (a): PRINCIPLES OF INSURANCE

Objectives: To make Students to learn Principles of Insurance.

UNIT I: RISK MANAGEMENT AND INSURANCE:

Risk Management -Types of Risks - Actual and Consequential Losses - Management of Risks - Different Classes of Insurance - Importance of Insurance - Management of Risk by Individuals and Insurers - Fixing of Premiums – Reinsurance - Role of Insurance in Economic Development and Social Security - Constituents of Insurance Market - Operations of Insurance Companies - Operations of Intermediaries - Specialist Insurance Companies - Role of Regulators - Common and specific terms in Life and Non-Life Insurance - Understanding Insurance Customers - Customer Behavior at Purchase Point - Customer Behavior when Claim Occurs - Importance of Ethical Behavior

UNIT II: INSURANCE CONTRACT AND INSURANCE PRODUCTS:

Insurance Contract Terms - Principles of Insurance: Principle of Insurable Interest, Principle of Indemnity, Principle of Subrogation, Principle of Contribution, Relevant Information Disclosure, Principle of utmost Good Faith, Relevance of Proximate Cause - Life Insurance Products: Risk of Dying Early - Risk of Living too Long - Products offered - Term Plans - Pure Endowment Plans - Combinations of Plans - Traditional Products - Linked Policies - Features of Annuities and Group Policies - General Insurance Products: Risks faced by Owner of Assets - Exposure to Perils - Features of Products Covering Fire and Allied Perils - Products covering Marine and Transit Risks - Products covering Financial Losses due to Accidents - Products covering Financial Losses due to Hospitalization - Products Covering Miscellaneous Risks

SUGGESTED READINGS:

1. Principles of Insurance : A Publication of the Insurance Institute of India

2. Principles of Insurance : Telugu Academy, Hyderabad

3. Guide to Risk Management : Sagar Sanyal

4. Principles of Insurance : Dr V Padmavathi, Dr V Jayalakshmi - PBP

5. Insurance and Risk Management: P.K. Gupta6. Insurance Theory and Practice : Tripathi PHI

7. Principles of Insurance Management: Neelam C Gulati, Excel Books

Suggested Websites: 1) <u>www.irda.gov.in</u> **2)** www.polocyholder.gov.in

3) www.irdaindia.org.in

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B.Com. III Semester - Paper SEC1 (b): FOUNDATION OF DIGITAL MARKETING

Objective: To make students to understand Foundation of digital marketing.

UNIT I: DIGITAL MARKETING FOUNDATIONS:

Digital Marketing Strategy - Exploring Digital Marketing - Starting with the Website - Foundations of Analytics - Search Engine Optimization - Search and Display Marketing - Social Media Marketing - Video Marketing - Advantages & Limitations of Digital Marketing.

UNIT II: ONLINE MARKETING, MOBILE MARKETING FOUNDATIONS:

Online marketing tools and setup – E-Marketing: Segmentation, personalization and mobile marketing - Content marketing: Blogs for content marketing - Content marketing for staying relevant - Newsletters for content marketing.

- 1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
- 2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
- 3. Foundations of Digital Marketing: Dr. K.V. NAgaraj.K Usha Rani PBP
- 4. Digital Marketing by Vandana Ahuja, Oxford
- 5. Digital Marketing by Seema Gupta, McGraw Hill
- 6. Digital Marketing For Dummies by Ryan Deiss and Russ Henneberry

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Faculty of Commerce & Business Management,.

B.Com. III Semester - Paper SEC1 (c) FUNDAMENTALS OF BUSINESS ANALYTICS

Objective: To make students to learn Fundamentals of Business Analytics.

UNIT I: USING DATA TO DRIVE BUSINESS DECISIONS:

Need for data-driven decision making: Solving the business problem using Analytics - Overview of the Business Analytics cycle - Hierarchy of information user -The complete Business Analytics professional: Understanding Business Analyst roles and responsibilities - Identify the Popular Business Analytics Tools.

UNIT II: DATA ANALYTICS USING EXCEL:

Basics of Excel: Organizing data with Excel - Performing simple computations and aggregations using Excel - Working with Summing and other Reporting functions in Excel - Working with pivot tables and charts - Using Excel for Data Analytics: Power Query - Power Pivot - Power view - Power Map - Building tips - Display tips - Keyboard shortcuts - Mouse shortcuts - Standardized layouts - Understanding table based and spreadsheet-based layouts - Best practices Setting data rules and Cleaning data - Format as table - Data cleansing techniques using External Data - Searching and Combining Data with Power Query: Getting started with Power Query - Know the Environment tabs and toolbars - Access new or existing reports - Importing and combining data from databases, web, files - Splitting and aggregating data - Query data from SQL - Working in the Select Part of an SQL Query - Managing SQL commands - Managing Tables - Discovering and Analyzing Data with Power Pivot: Database concepts - Loading Data into Power Pivot - Using Power Query and Power map add-ins - Designing Pivot Table reports - Filtering data - Creating Custom functions and formulas - Formatting Pivot Tables - Managing Power Pivot Data - Setting Connection properties - Managing Data sources - Configuring Pivot Table Options

- 1. Fundamentals of Business Analytics, 2nd Edition; R N Prasad; Wiley
- 2. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
- 3. Monetizing Your Data: A Guide to Turning Data into Profit-Driving Strategies and Solutions; Andrew Roman Wells, Kathy Williams Chiang; Wiley
- 4. Excel Data Analysis: Your visual blueprint for creating and analyzing data, charts and PivotTables, 3rd Edition; Denise Etheridge; Wiley
- 5. Microsoft Excel 2019 Formulas and Functions (Business Skills), 1st Edition; Paul McFedries; Microsoft
- 6. Excel Statistics: A Quick Guide, 3rd edition; Neil J. Salkind; Sage Publications
- 7. Microsoft Excel 2019: For Beginners; J. Davidson
- 8. Microsoft Excel 2019: Learn Excel Basics with Quick Examples; James Jackson

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B.Com. III Semester - Paper SEC2 (a): PRACTICE OF LIFE INSURANCE

Objective: To make students to learn Practice of Life Insurance.

UNIT-I: INTRODUCTION TO LIFE INSURANCE AND TYPES OF LIFE INSURANCE

POLICIES AND PREMIUM CALCULATION: Meaning evolution, growth and principles of Life Insurance –Life Insurance Organizations in India – Competition and Regulation of Life Insurance - Types of Life Insurance Policies – Term, Whole Life, Endowment, Unit Linked and with or without Profit Policies – Customer Evaluation – Policy Evaluation – Group and Pension Insurance Policies – Special features of Group Insurance/Super Annuation Schemes – Group Gratuity Schemes. Computation of Premiums – Meaning of Premium, its calculation- Rebates – Mode of Rebates – Large sum assured Rebates – Premium Loading – Rider Premiums – Computation of Benefits – Surrender value – Paid up value.

UNIT-II: SETTLEMENT OF CLAIMS RISK & UNDERWRITTINGS AND FINANCIAL

PLANNING & TAX SAVING: Settlement of claims: Intimation Procedure, documents and settlement procedures - Underwriting: The need for underwriting - Guiding principles of Underwriting - Factors affecting Insurability - Methods of Life Classification - Laws affecting Underwriting - Financial Planning and taxation: Savings - Insurance vis-à-vis- Investment in the Units Mutual Funds, Capital Markets - Life Insurance in Individual Financial Planning - Implications in IT treatment.

- 1. Practice of Life Insurance: Insurance Institute of India, Mumbai.
- 2. Insurance and Risk Management: P.K.Gupta, Himalaya Publishing House, Mumbai.
- 3. Fundamentals of Life Insurance Theories and Applications: Kanika Mishra, Prentice Hall
- 4. Principles of Life Insurance Dr. V. Padmavathi, Dr. V. Jayalakshmi PBP
- 5. Managing Life Insurance: Kutty, S.K., Prentice Hall of India: New Delhi
- 6. Life and Health Insurance: Black, Jr. Kenneth and Harold Skipper Jr., Prentice Hall, Inc., England.
- 7. Life Insurance: Principles and Practice: K.C. Mishra and C.S. Kumar, Cengage Learning, New Delhi
- 8. Life Insurance in India: Sadhak, Respose Books, New Delhi.

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B.Com. III Semester - Paper SEC2 (b): WEB DESIGN AND ANALYTICS

Objective: To make students to understand the Fundamentals of Web design and Analytics.

UNIT I: WEB DESIGN AND OPTIMIZING CONVERSION RATES:

Exploring and learning web design – Understanding Conversion rate optimization (CRO) – Setting CRO – Understanding target audience – Optimization champion

UNIT II: GOOGLE ANALYTICS:

Getting started with Google Analytics – Core concepts – Additional interface features – Using reports – Audience reports – Acquisition reports – Social reports – Behavior reports – Track events – Conversion reports – Additional features

- 1. The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns by Ian Dodson, Wiley
- 2. Fundamentals of Digital Marketing by Puneet Singh Bhatia, Pearson
- 3. Digital Marketing by Vandana Ahuja, Oxford
- 4. Digital Marketing by Seema Gupta, McGraw Hill
- 5. Digital Marketing For Dummies by Ryan Deiss and Russ Henneberry
- 6. Don't Make Me Think Revisited: A Common Sense Approach to Web Usability By Steve Krug
- 7. Web Analytics 2.0 Avinash Kaushik
- 8. Successful Analytics by Brian Clifton
- 9. Math and Stats for Web Analytics and Conversion Optimization by Himanshu Sharma

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B.Com. III Semester - Paper SEC2 (c): APPLICATION OF BUSINESS ANALYTICS

Objective: To make students to understand the Application of Business analytics.

UNIT I: STATISTICS USING EXCEL:

Descriptive statistics using Excel: Describe data using charts and basic statistical measures – Histograms - Pareto charts – Boxplots - Tree map and Sunburst charts - Inferential Statistics using Excel: Correlation and Regression - Probability distribution – Sampling techniques – Hypothesis testing

UNIT II: GETTING STARTED WITH R:

Introduction to R and R Studio components: Read datasets into R - Export data from R - Manipulate and Process Data in R - Use functions and packages in R - Demonstrate with a Case Study to perform basic analytics using R

SUGGESTED READINGS:

- 1. Microsoft Business Intelligence Tools for Excel Analysis; Michael Alexander, Jared Decker, Bernard Wehbe; Wiley
- 2. Business Analysis with Microsoft Excel and Power BI, 5th edition; Conrad G. Carlberg; Pearson
- 3. Excel Data Analysis: Your visual blueprint for creating and analyzing data, charts and PivotTables, 3rd Edition; Denise Etheridge; Wiley
- 4. Microsoft Excel 2019 Formulas and Functions (Business Skills), 1st Edition; Paul McFedries; Microsoft
- 5. Microsoft Excel Data Analysis for Dummies, 3rd edition; Stephen L. Nelson, E. C. Nelson; Wiley
- 6. Data Analytics with R; Bharti Motwani; Wiley

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B.Com. III Semester - Paper DSC 301: ADVANCED ACCOUNTING

Objective: To acquire accounting knowledge of partnership firms and joint stock companies

UNIT-I: PARTNERSHIP ACCOUNTS-I:

Meaning - Partnership Deed - Capital Accounts (Fixed and Fluctuating) - Admission of a Partner - Retirement and Death of a Partner (Excluding Joint Life Policy)(Including problems)

UNIT-II: PARTNERSHIP ACCOUNTS-II:

Dissolution of Partnership - Insolvency of a Partner (excluding Insolvency of all partners) - Sale to a Company (Including problems)

UNIT-III: ISSUE OF SHARES, DEBENTURES, UNDERWRITING AND BONUS SHARES:

Issue of Shares at par, premium and discount - Pro-rata allotment - Forfeiture and Re-issue of Shares - Issue of Debentures with Conditions of Redemption - Underwriting: Meaning - Conditions - Bonus Shares: Meaning - SEBI Guidelines for Issue of Bonus Shares - Accounting of Bonus Shares (Including problems)

UNIT-IV: COMPANY FINAL ACCOUNTS AND PROFIT PRIOR TO INCORPORATION:

Companies Act, 2013: Structure - General Instructions for preparation of Balance Sheet and Statement of Profit and Loss - Part-I: Form of Balance Sheet - Part-II: Statement of Profit and Loss - Preparation of Final Accounts of Companies - Profits Prior to Incorporation - Accounting treatment (Including problems)

UNIT-V: VALUATION OF GOODWILL AND SHARES:

Valuation of Goodwill: Need - Methods: Average Profits method, Super Profits method and Capitalization Method - Valuation of Shares: Need - Net Assets method, Yield method and Fair Value Method. (Including problems)

- 1. Principles and Practice of Accounting: R.L. Gupta & V.K. Gupta, Sultan Chand & Sons.
- 2. Advanced Accountancy: Shukla and Grewal, S.Chand & Co.
- 3. Advanced Accountancy: R.L.Gupta&Radhaswamy, Sultan Chand & Sons.
- 4. Advanced Accountancy (Vol-II): S.N.Maheshwari&V.L.Maheswari, Vikas.
- 5. Advanced Accountancy: Dr. G. Yogeshwaran, Julia Allen PBP
- 6. Accountancy-III: Tulasian, Tata McGraw Hill Co.
- 7. Advanced Accountancy: Arulanandam; Himalaya.
- 8. Accountancy-III: S.P. Jain & K.L Narang, Kalyani Publishers.

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B.Com. III Semester - Paper DSC 302: BUSINESS STATISTICS -I

Objective: To inculcate analytical and computational ability among the students.

UNIT-I: INTRODUCTION:

Origin and Development of Statistics - Definition - Importance and Scope - Limitations of Statistics - Distrust of Statistics.

Statistical Investigation: Planning of statistical investigation - Census and Sampling methods - Collection of primary and secondary data - Statistical errors and approximation - classification and Tabulation of data - Frequency distribution

UNIT - II: DIAGRAMMATIC AND GRAPHIC PRESENTATION:

Diagrammatic presentation: One Dimensional and Two Dimensional Diagrams - Pictograms - Cartograms - Graphic presentation: Technique of Construction of Graphs - Graphs of Frequency Distribution - Graphs of Time Series or Histograms

UNIT-III: MEASURES OF CENTRAL TENDENCY:

Introduction -Significance - Arithmetic Mean - Geometric Mean - Harmonic Mean - Mode - Median - Quartiles and Percentiles - Simple and Weighted Averages - Uses and Limitations of different Averages

UNIT-IV: MEASURES OF DISPERSION, SKEWNESS AND KURTOSIS:

Measures of Dispersion: Significance - Characteristics - Absolute and Relative Measures – Range - Quartile Deviation - Mean Deviation - Standard Deviation - Coefficient of Variation Measures of Skewness - Karl Pearson's Coefficient of Skewness - Bowley's Coefficient of Skewness - Kelly's Measure of Skewness - Kurtosis: Mesokurtosis, Platy kurtosis and Leptokurtosis

UNIT-V: CORRELATION:

Meaning -Types - Correlation and Causation - Methods: Scatter Diagram - Karl Person's Coefficient of Correlation - Probable Error and Interpretation of Coefficient of Correlation - Rank Correlation - Concurrent Deviation Method

- 1. Statistics for Management: Levin & Rubin, Pearson
- 2. Fundamentals of Statistics: Gupta S.C, Himalaya
- 3. Statistics: E. Narayanan Nadar, PHI Learning
- 4. Business Statstics -I: Dr. Obul Reddy, Dr. D. Shridevi PBP
- 5. Business Statistics: Dr. J. K. Thukral, Taxmann Publications
- 6. Business Statistics: K. Alagar, Tata McGraw Hill
- 7. Fundamentals of Statistical: S. P Gupta, Sultan Chand
- 8. Business Statistics: J. K. Sharma, Vikas Publishers
- 9. Business Statistics: S. L Aggarwal, S. L. Bhardwaj, Kalyani Publications

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Faculty of Commerce & Business Management, Kakatiya University, Warangal.

B.Com. III Semester - Paper DSC 303: FINANCIAL INSTITUTIONS & MARKETS

Objective: To familiarize with various Financial Institutions and Markets.

UNIT-I: INDIAN FINANCIAL SYSTEM:

Components - Functions - Flow of Funds Matrix - Financial System and Economic Development - Recent Developments in Indian Financial System - Weaknesses of Indian Financial System

UNIT-II: FINANCIAL INSTITUTIONS:

Commercial Banking: Types - Functions - Lending by Commercial Banks - Recent Developments - Merchant Banking - functions - Venture Capital - objectives - Private Equity - role in start-ups - Hire purchase and leasing - Non-banking Finance Companies: Types - Functions

UNIT-III: MONEY MARKET:

Functions of Money Market - Organization of Money Market - Dealers - Money Market Instruments - RBI - Functions - Role of RBI in Money Market - LAF (Liquidity Adjustment Facility), MSF (Marginal Standing Facility), Repo, and Reverse Repo.

UNIT-IV: DEBT MARKET:

Evolution of Debt Markets in India - Instruments and Players in Debt Market: Government Securities - PSU Bonds - Corporate Bonds - Securities Trading Corporation of India - Primary Dealers in Government Securities - Bonds: Features of Bonds - Types of Bonds - Bond Ratings.

UNIT-V: EQUITY MARKET:

Meaning - Development of Equity Market in India - Primary Market: IPO and FPO - Methods of IPO - Role of Merchant Bankers in Fixing the Price - Red Herring Prospectus – Sweat Equity - ESOP - Rights Issue - Secondary Market: Meaning and Functions of Stock Exchanges - Evolution and Growth of Stock Exchanges - Stock Exchanges in India - Recent Developments in Indian Stock Exchanges - Stock Market Indices - SEBI: Objectives and Functions

- 1) Bhole, L.M., Financial Markets and Institutions. Tata McGraw Hill Publishing Company, New Delhi, India.
- 2) Prof. Prashanta Athma, Financial Institutions and Markets: PBP
- 3) Gordon & Natarajan, Financial Markets and Services. Himalaya Publishing House, New Delhi, India.
- 4) Khan and Jain, Financial Services, Tata McGraw Hill, New Delhi, India.
- 5) Khan, M.Y., Indian Financial System -Theory and Practice. Vikas Publishing House, New Delhi, India.

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Paper DSC 303: RELATIONAL DATABASE MANAGEMENT SYSTEMS (Only for B.Com. (Computer Applications)

Hours Per Week: 7 (3T+4P) Credits: 5

Exam Hours: 1 ½ Marks: 50U+35P+15I

Objective: to acquire basic conceptual background necessary to design and develop simple database system, Relational database mode, ER model and distributed databases, and to write good queries using a standard query language called SQL.

<u>UNIT-I: BASIC CONCEPTS:</u> Database Management System - File based system - Advantages of DBMS over file based system - Database Approach - Logical DBMS Architecture - Three level architecture of DBMS or logical DBMS architecture - Need for three level architecture - Physical DBMS Architecture - Database Administrator (DBA) Functions & Role - Data files indices and Data Dictionary -Types of Database. Relational and ER Models: Data Models - Relational Model - Domains - Tuple and Relation - Super keys - Candidate keys - Primary keys and foreign key for the Relations - Relational Constraints - Domain Constraint - Key Constraint - Integrity Constraint - Update Operations and Dealing with Constraint Violations - Relational Operations - Entity Relationship (ER) Model - Entities - Attributes - Relationships - More about Entities and Relationships - Defining Relationship for College Database - E- R Diagram - Conversion of E-R Diagram to Relational Database.

<u>UNIT-II: DATABASE INTEGRITY AND NORMALISATION:</u> Relational Database Integrity - TheKeys - Referential Integrity - Entity Integrity - Redundancy and Associated Problems - Single Valued Dependencies - Normalisation - Rules of Data Normalisation - The First Normal Form - The Second Normal Form - The Third Normal Form - Boyce Codd Normal Form - Attribute Preservation - Lossless-join Decomposition - Dependency Preservation. File Organisation : Physical Database Design Issues - Storage of Database on Hard Disks - File Organisation and Its Types - Heap files (Unordered files) - Sequential File Organisation - Indexed (Indexed Sequential) File Organisation - Hashed File Organisation

- Types of Indexes - Index and Tree Structure - Multi-key File Organisation - Need for Multiple Access Paths - Multi-list File Organisation - Inverted File Organisation.

<u>UNIT-III: STRUCTURES QUERY LANGUAGE (SQL):</u> Meaning-SQL commands - Data Definition Language - Data Manipulation Language - Data Control Language - Transaction Control Language - Queries using Order by - Where - Group by - Nested Queries. Joins - Views - Sequences - Indexes and Synonyms - Table Handling.

<u>UNIT-IV: TRANSACTIONS AND CONCURRENCY MANAGEMENT:</u> Transactions - Concurrent Transactions - Locking Protocol - Serialisable Schedules - Locks Two Phase Locking (2PL) - Deadlock and its Prevention - Optimistic Concurrency Control. Database Recovery and Security: Database Recovery meaning - Kinds of failures - Failure controlling methods - Database errors - Backup & Recovery Techniques - Security & Integrity - Database Security - Authorization.

<u>UNIT-V: DISTRIBUTED AND CLIENT SERVER DATABASES:</u> Need for Distributed Database Systems - Structure of Distributed Database - Advantages and Disadvantages of DDBMS - Advantages of Data Distribution - Data Replication - Data Fragmentation. Client Server Databases: Emergence of Client Server Architecture - Need for Client Server Computing - Structure of Client Server Systems & its advantages.

ADVANCED TOPICS: Overview: Parallel Database - Multimedia Database - Mobile Database - Web Database - Multidimensional Database. Data Warehouse - OLTP Vs OLAP - NoSQL Database. **LAB:** SQL QUERIES BASED ON VARIOUS COMMANDS.

SUGGESTED READINGS: 1)Database Systems: R.Elmasri& S.B. Navathe, Pearson.; 2)Introduction to DatabaseManagement System: ISRD Group, McGraw Hill.; 3) Database Management System: R.Ramakrishnan&J.Gehrke, McGrawHill.; 4) Modern Database Management: J.A.Hoffer,V.Rames&H.Topi, Pearson.;5) Database System Concepts: Silberschatz,Korth&Sudarshan,McGrawHill.6) Simplified Approach to DBMS: Parteek Bhaia, Kalyani Publishers.

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