CVM UNIVERSITY Course Structure: B.C.A. Semester - I Syllabus (Effective from June 2020)

Type of Course	Course code	Course Title	T/ P	Credit	Class room/lab	Marks			
					(hours per Week)	External	Exam Duration	Internal	Total
Core – 1	101150101	Programming Fundamental and Logic Development	Т	3	3	60	3 hrs	40	100
	101150102	Programming Fundamental and Logic Development Lab	Р	2	3	60	3 hrs	40	100
0	101150103	Computer Organization and Digital Electronics	Т	3	3	60	3 hrs	40	100
Core – 2	101150104	Computer Organization and Digital Electronics Lab	Р	2	3	60	3 hrs	40	100
0.000 0	101150105	Design and Implementation of Web Technology- I	т	3	3	60	3 hrs	40	100
Core – 3	101150106	Design and Implementation of Web Technology- I Lab	Р	2	3	60	3 hrs	40	100
Corro 1	101150107	Statistics	Т	3	3	60	3 hrs	40	100
Core – 4	101150108	Statistics Lab	Р	2	3	60	3 hrs	40	100
Ability	101150109	Communication Skills in English-I	Р	2	2	60	2 hrs	40	100
Skill	101150110	Environmental Science	Т	2	2	60	2 hrs	40	100
Total Credits			24						

CVM UNIVERSITY Vallabh Vidyanagar Program & Subject : BCA Semester - I (Syllabus effective from June 2020) Paper Code : 101150101 Title : Programming Fundamental and Logic Development

Credit: 3 Contact Hrs/Week: 3 External Marks: 60 University Examinations Hrs:3

All units carry equal weightage

Unit	Description in detail						
Ι	Concept of Algorithm, Flowchart and Languages, Basics of Programming Concept of an algorithm and a flowchart, need and definition,						
	Symbols used to draw a flowchart,						
	Typical(primitive)examples of flowcharts and algorithms,						
	High-levelandlow-levellanguages,						
	Identifiers and Keywords, Variables, Constant,						
	Usageofheaderfiles, Types of Errors,						
	Program Structure,						
	Comments, Datatypes, TYPEDEF, Literals.						
II	Programming Concepts, Conditional and Interactive Flow Control						
	Operators, Expressions & Type Conversion,						
	Input/Output statements,						
	Conditional flow control and Selection based flow statements,						
	Loopstatements, breakand continue statements, exit function.						
II	Arrays, Strings and Structure						
Ι	Arrays – One, Two, Multidimensional Array.						
	Strings and String related Library Functions.						
	Working with Structures.						
IV	Standard Library Functions, User-DefinedFunctions						
	operations						
	Introduction to Functions, Function Declaration, Function Call and Function						
	Definition, Return statement, Scope and Visibility of variables in Functions.						
	Types of User-Definedfunctions, Actual and Formal arguments, Recursive functions.						

Basic Text & Reference Books:-

- 1. Programming with C++, D Ravichandran, McGraw-Hill Education Private Ltd.
- 2. Object Oriented Programming in C++, E Balagurusamy, Tata McGraw-Hill Publishing Co. Ltd.
- 3. Object Oriented Programming in Turbo C++, Robert Lafore, Galgotia Pub.(P)Ltd.
- 4. Object Oriented Programming with ANSI and Turbo C++, Ashok Kamthane, Pearson
- 5. C++ : The Complete Reference, Herbert Schildt , McGraw Hill Education

CVM UNIVERSITY Vallabh Vidyanagar Program & Subject : BCA Semester - I (Syllabus effective from June 2020) Paper Code : 101150102 Title : Programming Fundamental and Logic Development Lab

Credit: 2 Contact Hrs/Week: 3 External Marks: 60 University Examinations Hrs:3

Description in detail	Weightage (%)
Practical based on	
Programming Fundamental and Logic Development	100%

Title : Computer Organization and Digital Electronics

Credit : 3 Contact Hrs/Week : 3 All units carry equal weightage

External Marks: 60 University Examinations Hrs:3

Unit	Description
I	Introduction to Computer Systems and Number Systems Block diagram of a simple computer and significance of different functional units, evolution of computers, Application of computers, Number System: Binary, Octal, Decimal & Hexadecimal and their inter-conversions, Character Representation - Data Representation: positive, negative, maximum and minimum number representation (related to 8 bit number) - Real number representation - Binary arithmetic: Binary Addition, binary subtraction using 1's and 2's compliment
Π	Representation of Information and Processor Organization Representation of integers, character codes (ASCII, Unicode), Error detection and correction codes, Instruction Execution Cycle, Categories Of Parallel Machines, Array Processors, Multifunctional Units, Pipeline Machines, Multiprocessors, CPU organization, DataPath
III	Overview of I/O and Memory Devices Overview Of I/O Devices: Hard Disk, Floppy Disk, CD-ROM (Introduction, Advantages, Disadvantages), Introduction To RAM, ROM, PROM, EEPROM, Printers (Line, Dot Matrix, Inkjet, Laser), VDU, Mouse, Keyboard, Scanners, Plotters, OCR (MICR, BARCODE READER)
IV	Gates, Digital Logic Circuit and Boolean Algebra Gates, Boolean algebra, Truth tables, Circuit equivalence, De Morgan's theorems, Usage of Karnaugh maps, Encoders, decoders, comparators, multiplexers, Demultiplexers

Basic Text & Reference Books:

- 1. Tanenbaum A S: Structured Computer Organization Prentice Hall of India Pvt. Ltd.
- 2. Malvino Brown: Digital Computer Electronics, 3rd Edition.
- 3. Malvino and leach: Digital Principles and Applications, 4th Edition.
- 4. Rajaraman V: Computer Fundamentals Prentice-Hall of India Pvt. Ltd.
- 5. Sinha. P K: Computer Fundamentals BPB Publication.(Second Edition)
- 6. S.K. Basandra : Computer Today Galgotia Publication.
- 7. Peter Norton: Introduction to Computers TMH
- 8. William H.Gothmann:Digital Electronics–An Introduction to Theory and Practice,2nd
- 9. Hall Douglas V.: Microprocessors and Interfacing Programming and Hardware., McGraw Hill Book Company, 1986.
- 10. M.M. Mano : Computer System Architecture, 3rd Edition, Pearson Education, 2000.

Paper Code : 101150104 Title : Computer Organization and Digital Electronics Lab

Credit: 2 Contact Hrs/Week: 3

External Marks: 60 University Examinations Hrs:3

Description in detail	Weightage
	(%)
Practical based on	100%
Computer Organization and Digital Electronics	

Paper Code : 101150105 Title : Design and Implementation of Web Technology- I

Credit: 3 Contact Hrs/Week: 3

External Marks: 60 University Examinations Hrs:3

All units carry equal weightage

Unit	Description in detail
I	Web Page Designing - I An introduction to HTML, HTML tags, Structure of an HTML document, Text and paragraph formatting, Ordered and unordered lists - nested lists, Hyperlinks, Images, Tables
Π	Web Page Designing – II Frames, Framesets - Nested framesets, Designing HTML forms, Multimedia tags, Introduction to Cascading Style Sheets (CSS), Ways of specifying style – inline, internal, external
III	Style Sheet Basic syntaxes, ID and CLASS selectors, SPAN, DIV, Font, Color, Background, Text, Border, Margin, List, Layer, Position, Box, Column
IV	XML XML overview, Features of XML, Applications of XML, Syntax, Elements and Attributes, Namespaces, Schema, XSLT overview, Syntax

Basic Text & Reference Books:-

- 1. Ivan Bayross, "Web Enabled Commercial Applications Development using HTML, DHTML, Javascript, Perl CGI", BPB, 2004.
- 2. Douglas E Comer: The Internet, PHI, Second Edition, May 2000.
- 3. Xavier C: World Wide Web Design with HTML, Tata McGraw Hill Publication, 2000.
- 4. Eric Meyer: Cascading Style Sheets The Definitive Guide, O'Reilly SPD, First Edition, 2000.
- 5. Deitel, Nieto, Lin, Sadhu: "XML How to program", Pearson Education, 2005.
- 6. H.M Deital, T.R Nieto: "Internet & World Wide Web How to Program", Fifth Edition, PHI
- 7. Manuals of suitable packages / Online resources

Paper Code : 101150106 Title : Design and Implementation of Web Technology- I Lab

Credit: 2 Contact Hrs/Week: 3 External Marks: 60 University Examinations Hrs:3

Description in detail	Weightage
	(%)
Practical based on	100%
Design and Implementation of Web Technology – I	

Paper Code : 101150110 Title : Environmental Science

Credit: 2 Contact Hrs/Week: 2

External Marks: 60 University Examinations Hrs:2

Unit	Description in detail					
Ι	Introduction to Environmental Studies					
	Definition, Scope and importance of Environmental Studies					
	Multidisciplinary nature of environmental studies					
	Component of Environment: Atmosphere, Hydrosphere, Lithosphere, Biosphere					
	Biogeochemical cycles : Carbon cycle and Nitrogen cycle					
	Concept of sustainability and sustainable development.					
II	Ecosystems					
	Definition, Structure of ecosystem – Abiotic and Biotic components (Producers,					
	Consumers and Decomposers)					
	Functions of Ecosystem : Energy flow in an ecosystem, Food chains, Food webs					
	with examples.					
	Types of Ecosystem; Forest ecosystem ,Lake / Pond ecosystem, Desert ecosystem					
III	Natural Resources					
	Classification -Renewable & Non-renewable Resources and types					
	Land resources & Land degradation, Soil erosion & Conservation					
	Forest Resources - Forest wealth, Deforestation: Causes and impacts					
	Water Resources- Use and over-exploitation of surface and ground water, floods					
	and droughts					
	Energy resources- use of alternate energy sources, growing energy needs					
	Conservation of Natural resources					
IV	Biotic Interactions					
	Positive Interactions with suitable examples					
	Mutualism, Commensalism, Proto-cooperation					
	Negative Interactions with suitable examples					
	Exploitation, Competition, Antibiosis					

Basic Text & Reference Books:

- 1. Ecology and Environment by P.D. Sharma
- 2. Fundamentals of Ecology by E.P.Odum
- 3. Ecology by Mohan P. Arora
- 4. Fundamentals of Ecology by M.C. Dash
- 5. Environmental Science by S.C.Santra
- 6. An Introduction to Environmental Engineering & Science by Gilbert N Master
- 7. Encyclopedia of Environmental Pollution and Control by R. K. Trivedi
- 8. Ecology and Sustainable development by P.S. Ramkrishana
- 9. Environmental Conservation; Fundamentals of Forestry Vol 5 by S.S. Negi, Bishen Singh, Mahendra Pal Singh

Paper Code : 101150109 Title : Communication Skills in English-I

Credit: 2 Contact Hrs/Week: 2 External Marks: 60 University Examinations Hrs:2

Course objectives:

The objectives of this course are to enable students to...

- a) Introduce themselves, describe person, place or situation,
- **b**) Use subject-verb agreement appropriate
- c) Read for information news features, articles, newspapers and texts
- d) Read to get the overall idea, and comprehend the passage.
- e) Use tenses correctly for communicative purpose
- f) Write leave application, apology and request letters
- g) Write paragraphs by developing points
- h) listen and understand short lectures, descriptions, and narrations

Topics to be covered in journal

- 1. Self-Introduction, Describing Objects / Scene / People
- 2. Tenses
- 3. Concord or Subject-Verb Agreement
- 4. Wh- Questions
- 5. Modal Auxiliaries
- 6. Active and Passive Voice
- 7. Letter of request and apology, Leave Application
- 8. Letter of Invitation / Accepting the Invitation / Declining the Invitation
- 9. Reading Comprehension
- 10. Listening Comprehension ('Look Ahead' BBC Course)

Books / Audio-Visual Courses recommended

- 1. Corridors to Communication by- Ranu Vanikar (Orient Longman)
- 2. Champa Tickoo and Jaya Sasikumar (2000). 'Writing with a Purpose', Chennai, OUP
- **3.** David Jolly (1988). Writing Tasks:An Authentic Task Approach to Individual Writing Needs (Cambridge University Press)
- 4. Look Ahead (Audio-Visual BBC Course)
- **5. Spoken English**—D Sasikumar and PV Dhamija. (Tata McGraw Hill Publication Ltd, New Delhi) (Units 1-13)
- 6. Grant Taylor. English Conversation Practice. (Tata McGraw Hill, New Delhi)
- 7. R P Bhatnagar and R T Bell (1999) Communication in English, (Orient Longman, Hyderabad)

Paper Code : 101150107 Title : Statistics Credit : 3 Contact Hrs/Week : 3 All units carry equal weightage

External Marks: 60 University Examinations Hrs:3

Unit	Description in detail					
Ι	Introduction to Statistics					
	Terminology: Population, sample, Parameter and Statistics					
	Concept: (i) Primary and Second Data, (ii) qualitative and quantitative data					
	(iii) discrete and continuous data					
	Types of scales - nominal, ordinal, ratio and interval.					
	Frequency Distribution :(i) Discrete (ii) Continuous					
	Cumulative frequency distribution					
	Diagrammatic and graphical representation:					
	(i) Line chart (ii) Bar chart (iii) Pie chart (iii) Histogram					
II	Measures of central tendency and dispersion					
	Measures of central tendency:					
	(i) Mean (ii) Median (iii) Mode (iv) Quartiles (all for grouped and					
	ungrouped data). Combined mean.					
	Measures of Dispersion:					
	(1) Range (11) Quartile Deviation (111) Standard Deviation (all for					
	grouped and ungrouped data) (iv) Coefficient of Variation (C.V).					
III	Correlation and Regression					
	Correlation					
	Introduction, Meaning and Definition of Correlation, Types of correlation					
	Correlation coefficient & its properties (without proof)					
	Methods of studying correlation (Examples based on only observations)					
	(1) Scattered Diagram					
	(ii) Karl Pearson's product moment method					
	(iii) Spearman's rank method					
	Regression					
	Degression coefficients and their Properties (without proof)					
	Examples of regression Coefficient & regression lines (only for observations)					
	Examples of regression Coefficient & regression lines (only for observations)					
IV	Analysis of Time Series:					
	Definition, meaning, Application, Components of Time Series.					
	Methods of finding Trend					
	Moving Average Method (with period 3, 4 & 5 years)					
	Least Squares method (only Linear trend)					
	Computation of seasonal indices by simple average method.					

Basic Text & Reference Books:

1. S.C. Gupta: Fundamental of Statistics. Himalaya Publishing House.

- 2. N. D. Vohra, Business Statistics, Tata McGraw-Hill Education
- 3. Richard Levin and David Rubin (1997) Statistics for Management, Pearson.

Paper Code : 101150108 Title : Statistics Lab

Credit: 2 Contact Hrs/Week: 3 External Marks: 60 University Examinations Hrs:3

Description in detail	Weightage
Practical based on	100%
Statistics	

	Course code	Course Title	T/ P	Credit	Class room/lab (hours per Week)	Marks			
Type of Course						External	Exam Duration	Internal	Total
Core – 1	101150201	Object Oriented Programming Concepts	Т	3	3	60	3 hrs	40	100
	101150202	Object Oriented Programming Concepts Lab	Р	2	3	60	3 hrs	40	100
Coro 2	101150203	DBMS Fundamentals	Т	3	3	60	3 hrs	40	100
Core – 2	101150204	DBMS Fundamentals Lab	Р	2	3	60	3 hrs	40	100
Core – 3	101150205	Design and Implementation of web Technology- II	т	3	3	60	3 hrs	40	100
	101150206	Design and Implementation of web Technology- II Lab	Р	2	3	60	3 hrs	40	100
Coro 1	101150207	Systems Analysis and Design	Т	3	3	60	3 hrs	40	100
Core – 4	101150208	Systems Analysis and Design Lab	Р	2	3	60	3 hrs	40	100
Ability	101000201	Communication Skills in English II	Р	2	2	60	2 hrs	40	100
Skill	101150210	Mathematics	Т	2	2	60	2 hrs	40	100
	Total Credit			24					

Paper Code: 101150201 Ext	ernal Marks :60	Total
Title Of Paper: Object Oriented Programming Concept	:S	Credit:
Dataila		3
Details		25 %
- Structured programming vs. Object-oriented programmi	λα	2370
Pacis OOD concents : object-oriented programming	'B Ita hiding	
inheritance, polymorphism	ta mung ,	
- Structure of a class		
- Creating classes with data-members and member func	ions	
- Private, protected and public members		
Unit-2 Implementing OOP concepts using C++		25 %
- Constructors		
- Static vs. non-static members		
- Different types of objects		
- Destructor		
- Array of objects		
Unit-3 Functions, Function Overloading, Inheritance	and Function	25 %
Overriding		
 Parameter passing, Default arguments, Inline functions 	, Friend functions	
- Function Overloading		
- Inheritance		
- Role of access specifiers in inheritance		
- Function Overriding		
- Virtual function, Pure virtual function, abstract class		
Unit-4 Pointer and Dynamic Memory Management		25 %
- Pointers		
- Dynamic Memory Management		
- File Handling		
- File operations : open, read, write, seek and close		

Reference Books:

- 1. Programming with C++ by D. Ravichandran, Third Edition, McGraw Hill Education
- 2. Object-oriented Programming in C++ by E. Balagurusamy, Tata McGraw Hill
- 3. Object-oriented Programming in Turbo C++ by Robert Lafore, Galgotia Publication
- 4. Mastering C++ by K.R. Venugopal, RajkumarBuyya, Second Edition, McGraw Hill Education
- 5. C++: The Complete Reference by Herbert Schildt, Fourth Edition, McGraw Hill Education

Paper Code: 101150202	External Marks :60	Total
Title Of Paper: Object Oriented Programming C	Concepts Lab	Credit: 2

Unit	Description in detail	Weightage (%)
	Practical based on	
	Object Oriented Programming Concepts	100%

Paper Code: 101150203	External Marks :60	Total Credit: 3
Title Of Paper: DBMS Fundamentals		

Unit	Topics	Weightage
No.		(%).
1	Introduction to DBMS and Relational Model:	25%
	Introductory concepts of DBMS :	
	 Introduction and applications of DBMS, 	
	 Purpose of database, 	
	 Database system architecture - users and DBA 	
	- Data Models	
	Relational Model:	
	 Relational algebra – Union (U), Difference (-), Intersection 	
	(∩), Cartesian Product (x)	
	 Functional dependency and dependency preservation 	
2	Entity-Relationship model and Normalization:	25%
	- Entity-Relationship model - Basic concepts, Relationship and	
	relationship types, E-R diagrams, weak entity sets	
	- Keys – Super key, Candidate key, Primary key, Foreign key	
	- Codd Situles	
•	- Normalization-TNI, ZNF, 3NF	050/
3	Basics of SOL	25%
	- Types of SOL statements – DDL (Create Alter Dron) DML	
	(Insert, Update, Delete), DCI (Grant, Revoke), TCI (Commit,	
	Rollback. Savepoint)	
	 SELECT – where, order by clause 	
	- Table structure – creation, alteration	
	 Constraints – primary key, foreign key, unique, not null, check, 	
	default	
	- Operators (Arithmetic, Relational, Logical, Range searching,	
	Pattern matching, Set)	
	- Functions – Introduction, types of function	
	- Scalar functions – numeric date string conversion	
4	SQL Concepts - 2 :	25%
-	- Sub-gueries	2070
	- Group by and Having clause	
	- Types of joins	
	- View	
	- Sequence	

Reference Books:

- 1. An introduction to Database Systems, C J Date, Addition-Wesley.
- 2. Database System Concepts, Abraham Silberschatz, Henry F. Korth & S. Sudarshan, McGrawHill.
- 3. Understanding SQL by Martin Gruber, BPB
- 4. SQL-PL/SQL by Ivan bayross.
- 5. Oracle-The complete reference-TMH/oracle press
- 6. SQL/PL SQL for Oracle 9i, P. S. Deshpande, Dreamtech Press

Paper	Code: 101150204	External Marks :60	Total
Title (Of Paper: DBMS Fundamentals Lab		Credit: 2
Unit	Description in detail		Weightage
			(%)
	Practical based on		
	DBMS Fundamentals		100%

Paper Code: 101150205	External Marks :60	Total Credit: 3
Title Of Paper: Design and Implementation of Web Technology- II		

Unit	Description in detail
Ι	Introduction to Scripting Introduction to Scripting – Client Side Scripting vs. Server Side Scripting –How the Web works - Introduction to JavaScript – Applications and Advantages of JavaScript - Using JavaScript on a webpage, JavaScript basics – Syntax, Data Types, Variables, Literals, Type Casting
II	Basics of Javascript Operators, User interaction through dialog boxes, Built-in functions, Flow Control statements: Decision Making and Looping, Arrays, User-defined functions
III	Advanced Javascript – I Objects, Properties and Methods, Built-in objects: String, Math, Date, RegExp, Handling Errors, Introduction to Creating Objects and Classes
IV	Advanced Javascript – II Introduction to DOM, DOM Hierarchy, Understanding objects & Collections in DOM, HTML Form Hierarchy, HTML Form, Event handling, Introduction to AJAX.

Basic Text & Reference Books:-

- 1. **Ivan Bayross**, "Web Enabled Commercial Applications Development using HTML, DHTML, Javascript, Perl CGI", BPB, 2004.
- 2. **Douglas E Comer**: The Internet, PHI, Second Edition, May 2000.
- 3. Wilton P., Jeremy McPeak: Beginning JavaScript, 4th Ed., Wiley Pub.
- 4. Danny Goodman, Machael Morrison: "JavaScript Bible", 6th Ed., Wiley Pub.
- 5. Kogent Learning Solution Inc.,"HTML5 Black Book"
- 6. Manuals of suitable packages / Online resources

Paper Code: 101150206	External Marks :60	Total
Title Of Paper: Design and Implementation of Web T	echnology- II Lab	Credit: 2

Unit	Description in detail	Weightage (%)
	Practical based on	
	Design and Implementation of Web Technology- II	100%

Paper Code: 101150207

External Marks :60 Total

Total Credit: 3

Title Of Paper: Systems Analysis and Design

Unit	Description in Detail	Weightage (%)
1	 Systems Analysis and Systems Development Life Cycle (SDLC) The concept of a system The elements and characteristics of a system Types of systems Meaning of systems analysis Role of a systems analysis : Problem identification, Feasibility study and cost benefit analysis, System requirement analysis Stages of systems design : System design specification and programming, System implementation, follow up, maintenance, Evaluation of a system 	25%
2	 Structured Systems Analysis and Design Method and Input/output Design Structured Systems Analysis and Design (SSADM) – need and Meaning SSADM Methodology : System survey, Structured analysis, Structured Design, Hardware study, System Implementation, Maintenance Advantages of SSADM. System design control Input : Data capture objectives, Data verification and validation Output : Design principles of output, Output objectives 	25%
3	 Data Flow Diagrams & Fact Gathering Techniques Fact finding techniques : Interviewing, Questionnaires, Record inspection, Observation Data Flow Diagrams (DFDs) – meaning and significance Symbols used in DFDs, constructing a DFD with illustration Physical and logical DFDs Introduction to Decision Table and Decision Tree - Structured English 	25%
4	 Computer Assisted System Engineering (CASE) Tools and Quality Assurance CASE : an introduction CASE components : Diagramming Tools, Information repository, Interface generator, Code generator, Management tools Benefits of CASE, limitations of CASE Levels of Assurance Testing strategies 	25%

Main Reference Books :

- 1. S. Parthasarthy& B. W. Khalkar : System Analysis & Design, 1st Edition, Master Ed. Cons., Nashik .
- 2. James A. Senn : Analysis & Design of Information System 2nd Edition, McGraw-Hill Int.

Paper	Code: 101150208	External Marks :60	Total
Title	Title Of Paper: Systems Analysis and Design Lab		Credit: 2
Unit	Description in detail		Weightage
			(%)
	Practical based on		
	Systems Analysis and Design		
			100%
	bystems r marysis and Design		100

CVM UNIVERSITY

Proposed Structure: BCA

Semester - II

Proposed Syllabus (Effective from June 2020)

Paper Code : 101150210	External Marks :60	Total Credit: 2
Title of Paper: Mathematics		

Unit	Description in Detail1	Weightage (%)
Ι	Set theory Sets and their representations; The empty set; finite and infinite sets; equal and equivalent sets; subsets; power set; universal set; Venn diagrams; complement of a set operations on sets; applications of sets.	25%
Π	Mathematical Logic Basic Logical connections; Conjunction; Disjunction; Negation; Negation of Compound Statements; Truth tables. Tautologies; Logical Equivalence; Applications.	25%
III	Matrices and Determinants Definition of a matrix; Operations on matrices; Square Matrix and its inverse; determinants; properties of determinants; the inverse of a matrix; solution of equations using matrices and determinants; solving equations using determinants.	25%
IV	Probability Concept of probability; sample space and events; three approaches of probability; conditional probability and independence of events; bay's theorem.	25%

Basic Text & Reference Books: -

1. S.Lipschutz and Marc Lars Lipson: Discrete Mathematics, Schaum's series (International edition,1992)

Paper Code : 101000201 External Marks	External Marks :60	Total Cradit: 2
Title of Paper: Communication Skills in English - II		Total Cleuit. 2

Course objectives:

The objectives of this course are to enable students to...

- **a)** Understand and use various notions and functions of language
- **b)** Write a detailed report of any college activity or a press note
- c) Draft E-mail effectively
- **d)** Prepare Curriculum Vitae and Job Application
- e) Learn and utilize Job Interview Skills successfully
- f) Write letters of variety of complaints
- **g)** Participate effectively in Group Discussion
- **h)** Learn the Skill of Presentation
- i) Take notes in the classroom and use them to prepare study material

Topics to be covered in journal

- 1. Notions and Functions of Language, Situational Dialogues
- 2. Report / Press Note Writing
- 3. E-mail Writing
- 4. Connectives
- 5. Writing Job Application and Resume
- 6. Interview Skills
- 7. Group Discussion
- 8. Presentation Skills
- 9. Formal Letter of Complaint
- 10. Note-Taking and Note-Making ('On We Go' BBC Course)

* Books / Audio-Visual Courses recommended

- **1. Corridors to Communication** --By RanuVanikar (Orient Longman)
- **2.** ChampaTickoo and Jaya Sasikumar (2000) **Writing with a purpose**, Chennai, OUP.
- **3.** David Jolly (1988). Writing Tasks: An Authentic Task Approach to Individual Writing Needs (Cambridge University Press)
- **4. On We Go**(An Audio-Visual BBC Course)
- 5. Grant Taylor. English Conversation Practice (Tata McGraw Hill, New Delhi)
- **6.** R. P. Bhatnagar and R T Bell (1999) **Communication in English,** (Orient Longman, Hyderabad)