

# GANPAT UNIVERSITY

## FACULTY OF COMPUTER APPLICATION

### TEACHING AND EXAMINATION SCHEME

Programme	Bachelor of Computer Application	Branch/Spec.																	
Semester	I																		
Effective from Academic Year	2014-15	Effective for the batch Admitted in	June 2014																
Subject Code	Subject Name	Teaching scheme												Examination scheme (Marks)					
		Credit						Hours (per week)						Theory			Practical		
		Lecture(DT)			Practical(Lab.)			Lecture(DT)			Practical(Lab.)			CE	SEE	Total	CE	SEE	Total
		L	TU	Total	P	TW	Total	L	TU	Total	P	TW	Total						
U31A1LDP	LOGIC DEVELOPMENT WITH PROGRAMMING-I	3		3	2		2	3		3	4		4	40	60	100	20	30	50
U31A2OAT	OFFICE AUTOMATION TOOLS	3		3	2		2	3		3	4		4	40	60	100	20	30	50
U31A3BWP1	BASIC WEB PROGRAMMING-I	3		3	2		2	3		3	4		4	40	60	100	20	30	50
U31A4COA	COMPUTER ORGANIZATION AND ARCHITECTURE	3		3				3		3				40	60	100	-	-	-
U31B5LCS	LANGUAGE AND COMMUNICATION SKILLS-I	3		3				3		3				40	60	100	-	-	-
<b>Total</b>		15		15	6		6	15		15	12		12	200	300	500	60	90	150

# GANPAT UNIVERSITY

## FACULTY OF COMPUTER APPLICATIONS

<b>GANPAT UNIVERSITY</b>									
<b>FACULTY OF COMPUTER APPLICATIONS</b>									
Programme		Bachelor of Computer Application			Branch/Spec.		Computer Application		
Semester		I			Version		1.0.0.0		
Effective from Academic Year			2015-16		Effective for the batch Admitted in			June 2014	
Subject code		U31A1LDP	Subject Name		LOGIC DEVELOPMENT WITH PROGRAMMING-I				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total	CE	SEE	Total	
	L	TU	P	TW					
Credit	3		2		5	Theory	40	60	100
Hours	3		4		7	Practical	20	30	50
<b>Pre-requisites:</b>									
Need to know about what computer program and programming language is. This reference has been prepared for the beginners to help them understand the basic to advanced concepts related to C Programming languages.									
<b>Learning Outcome:</b>									
By the completion of this course, students will be able to be able to implement Algorithm and flowchart for any given procedure. Be able to implement, test, debug, and document programs in, Understand low-level input and output routines , usage of pre-processor, Be able to write programs that display output in various form, Understand how to write and use control statement, conditional, Jumps and break.									
<b>Theory syllabus</b>									
Unit	Content								Hrs
1	<b>Fundamental of Algorithms(2.5)</b> <ul style="list-style-type: none"> <li>▪ Introduction AND importance, Algorithm Development Method (0.5)</li> <li>▪ Developed algorithm for (02)</li> <li>▪ Exchanging the values of two variables, Summation of a set of numbers, Reversing the digits of given integer, to check number is prime or not. factorial computation</li> </ul> <b>Fundamental of Flowchart (03)</b> <ul style="list-style-type: none"> <li>▪ Introduction and usages, Flowchart Development Method (01)</li> <li>▪ Developed flowchart (02)                             <ul style="list-style-type: none"> <li>○ exchanging the values of two variables, Summation of a set of numbers, Reversing the digits of given integer, To check number is prime or not, factorial computation</li> </ul> </li> </ul> <b>Overview of C (2.5)</b> <ul style="list-style-type: none"> <li>▪ History of C, Importance of C (01)</li> </ul>								(8)

	<ul style="list-style-type: none"> <li>▪ Basic Structure of C Programs (01)</li> <li>▪ Programming Style, Executing 'C' Program (0.5)</li> </ul>	
2	<p><b>Constants, Variables and Data Types (6)</b></p> <ul style="list-style-type: none"> <li>▪ programming importance (0.5)</li> <li>▪ Character set , C tokens (1.5)</li> <li>▪ keywords, identifiers AND constants (01)</li> <li>▪ variables, rules and scope, declaration of variables, assigning value to variable defining, symbolic constants (1.5)</li> <li>data types (1.5)</li> </ul> <p><b>Operators and Expression (11)</b></p> <ul style="list-style-type: none"> <li>▪ Programming importance (0.5)</li> <li>▪ Arithmetic, relational, logical, assignment, increment-decrement, conditional, bit-wise and special (06)</li> <li>▪ Arithmetic expressions, evaluation of expressions, precedence of arithmetic operators (01)</li> <li>▪ Type conversions in expressions, operator precedence and associatively, mathematical functions(0.5)</li> </ul> <p>Managing Input and Output Operators: Reading and writing a character formatted input-output (03)</p>	(17)
3	<p><b>Decision Making, branching and debugging (10)</b></p> <ul style="list-style-type: none"> <li>▪ Decision Making, branching and debugging (10)</li> <li>▪ Programming importance (01)</li> <li>▪ Simple IF statement, IF-ELSE statement (02)</li> <li>▪ Nesting of IF ... ELSE statements (01)</li> <li>▪ ELSE IF ladder (01)</li> <li>▪ Switch statement (1.5)</li> <li>▪ turnery (? :) operator and goto statement (1.5)</li> <li>▪ Introduction to debugging and programme testing (02)</li> </ul>	(10)
4	<p><b>Decision Making and Looping (10)</b></p> <ul style="list-style-type: none"> <li>▪ Programming importance (01)</li> <li>▪ Looping statements</li> <li>▪ WHILE (02)</li> <li>▪ DO WHILE (02)</li> <li>▪ FOR (02)</li> <li>▪ Nesting and Jumps in loops (02)</li> <li>▪ Break &amp; continue (01)</li> </ul>	(10)
Practical content		
<p><b>PROGRAM LIST</b></p> <ul style="list-style-type: none"> <li>• There should be Step-form Algorithm, Flow-Chart, Program Source Code and Output in file for each program.</li> </ul> <ol style="list-style-type: none"> <li>1. Write a program to print "Hello World!".</li> <li>2. Write a program to print sum of two numbers.</li> <li>3. Write a program for exchanging values of two variables.</li> </ol>		

4. Write a program to display simple arithmetic calculator in the following format: X = \_\_\_\_\_ Y = \_\_\_\_\_  
Sum(X+Y) = \_\_\_\_\_ Difference(X-Y) = \_\_\_\_\_ Product (X\*Y) = \_\_\_\_\_ Division (X/Y) = \_\_\_\_\_
5. Write a program to find volume of a cylinder. (=PI \* R \* R \* Height).
6. Write a program to print percentage and class of given Marks. (Using IF .. Else IF or Switch statement)
7. Write a program to print "AMPICS-BCA" ten times using loops.
8. Write a program to print sum of numbers between 1 to 100 numbers.
9. Write a program to print sum of odd numbers between 1 to N numbers.
10. Write a program to calculate the average of a set of N numbers.
11. Write a program to print sum of the series 2 + 4 + 8 + 16... up to N Numbers.
12. Write a program to print reverse number of given integer number.
13. Write a program to print following output.
 
$$5 * 1 = 5$$

$$5 * 2 = 10$$

$$:$$

$$5 * 10 = 50$$
14. Write a program to check given year is leap year or not.
15. Write a program to print factorial value of given number.
16. Write a program to check given number is prime or not.
17. Write a program to print largest value among three values.
18. Write a program to print Fibonacci series between 1 to 100 numbers like 1,1,2,3,5,8,13 ...
19. Write a program to find the numbers of and sum of all the integers greater than 100 and less than 200 that are divisible by 7.
20. Write a program to calculate the sum of digit of given number. Ex. 1321 = 1+3+2+1 = 7
21. Write a program to find and print first N Positive integers whose squares are Palindromes.
22. Write a program to display Binary Equivalent a given Decimal Number.
23. Write a program to solve following equation. Result =  $X + Y * X - Y / X - X * Y + Y * Y$
24. Write a program to solve quadratic equation.
 
$$\text{root1} = (-b + \sqrt{b^2 - 4ac}) / 2a$$

$$\text{root2} = (-b - \sqrt{b^2 - 4ac}) / 2a$$
25. Write a program to print interest calculation table. ( eg. Amount 5000.00 , Year 10, Int. Rate 11%)
26. Write a program to print a table of conversion from Fahrenheit to Centigrade.  $C = (F - 32) / 1.8$

FAHRENHEIT	CENTRIGRADE
0.00	-17.78
25.00	-3.89
:	
250.00	121.11

27. Write a program to print this pattern.
 

```
*
**
***
****
```

28. Write a program to print Floyd's triangle.

2 3  
4 5 6  
7 8 9 10

29. Write a program to print the following digit Pyramids.

```
  1
 2 2
3 3 3
```

30. Write a program to print the following digit Pyramids.

```
  1
 1 2 1
1 2 3 2 1
```

#### Text Books

1	Programming in ANSI-C By E. Balaguruswami, TMH Publication
---	------------------------------------------------------------

#### Reference Books

1	Programming in ANSI-C By E. Balaguruswami, TMH Publication
2	How to Solve it by Computer, R.G.Dromey, PHI Publication
3	Let us C By Yashwant Kanetkar, BPB Publication
4	C Programming language By Kernighan, Brian, W, Retchie, Dennis PHI publication
5	Programming in C By Pradip dey and Manash Ghosh

#### Examination Scheme :

##### Note for Examiner:

Q-1 Must be common from any topics from syllabus.

Q-2 And onwards must be from specific topics and internal choice or option can be given.

##### Paper Structure:

Q-1 Attempt any Six Out of Nine: each question must be 5 marks: (30 Marks)

Questions must be covered all possible section.

Q-2 Must be from topics: Fundamental of Algorithms, Fundamental of Flowchart: (05 marks)

Q-3 Must be from topics: Overview of C, Constants, Variables and Data Types: (05 marks)

Q-4 Must be from topics: Operators and Expression: (06 marks)

Q-5 Must be from topics: Decision Making, branching and debugging: (07 marks)

Q-6 Must be from topics: Decision Making and Looping: (07 marks)

# GANPAT UNIVERSITY

## FACULTY OF COMPUTER APPLICATION

Programme	Bachelor of Computer Application				Branch/Spec.				
Semester	I				Version	1.0.0.0			
Effective from Academic Year		2015-16			Effective for the batch Admitted in			June 2014	
Subject code	U31A2OAT	Subject Name			OFFICE AUTOMATION TOOLS				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total	CE	SEE	Total	
	L	TU	P	TW					
Credit	3	-	2	-	5	Theory	40	60	100
Hours	3	-	4	-	7	Practical	20	30	50
Pre-requisites:									
One should know basic knowledge to start the computer.									
Learning Outcome:									
Upon completion of this course, students will able to:									
<ul style="list-style-type: none"> <li>• To identify computer operating system and their differences.</li> <li>• Be familiar with software applications</li> <li>• Understand file management</li> <li>• Accomplish creating basic documents, worksheets and presentations using various tools as per need.</li> <li>• Identify computer risks and their safety</li> </ul>									
Theory syllabus									
Unit	Content								Hrs
1	<b>DOS (07)</b> <ul style="list-style-type: none"> <li>▪ Introduction to DOS, Loading DOS ,System prompt, Drive and its operations, Introduction to File &amp; Directory (01)</li> <li>▪ Internal and external dos commands (04)</li> <li>▪ Batch file (02)</li> </ul>								7
2	<b>Window (05)</b> <ul style="list-style-type: none"> <li>▪ Introduction of windows, The desktop ,Working with window and mouse, Working with My computer ,Windows explorer (01)</li> <li>▪ Recycle bin, notepad ,calculator, WordPad, paint (04)</li> </ul>								5
3	<b>MS-Word (10)</b> <ul style="list-style-type: none"> <li>▪ Introduction to word, Applications of word processing, Editing a document, move and copy Text , Find and Replace Text, Spell Check (2)</li> <li>▪ Formatting Text and Paragraph, border and shading, page formatting, Bullets &amp; Numbering, Page Setup (2.5)</li> <li>▪ Different Views of document and its use, working with graphics, wordart(0.5)</li> </ul>								10

	<ul style="list-style-type: none"> <li>▪ Tables and Other Features, Use of Formula in Table (02)</li> <li>▪ Mail Merge (2)</li> <li>▪ Format painter, Header, Footer, Footnote and End notes ,autocorrect and auto text(01)</li> </ul>	
4	<p><b>MS-Power point and Computer Virus (11)</b></p> <ul style="list-style-type: none"> <li>▪ Introduction to PowerPoint, Creating a Presentation, PowerPoint views, Slide show, Formatting slides, Slide transition &amp; adding special effects, Inserting pictures, sound, chart. (5)</li> <li>▪ Introduction to Computer Virus, how does it spread? Symptoms of it, Types of Virus, Antivirus, Prevention from Virus. (6)</li> </ul>	11
5	<p><b>MS-Excel (12)</b></p> <ul style="list-style-type: none"> <li>▪ Introduction to Worksheet and Work Book, Application of Excel, Cell, Addressing modes, Move/Copy text, Insert/Delete Rows and Columns(3)</li> <li>▪ Formatting a Worksheet, Print the workbook, Charts, Naming Ranges, and Conditional Formatting ,Filtering the data from database (2)</li> <li>▪ Drawing toolbar, Freeze Panes, Splitting the worksheet. (1)</li> <li>▪ Goal Seek ,Pivot table and Hyperlinks(2)</li> <li>▪ Functions: Date and Time function, Statistical, Math and Financial Functions, Database functions (4)</li> </ul>	12
<b>Practical content</b>		
<ul style="list-style-type: none"> <li>▪ Internal and External DOS Commands</li> <li>▪ Batch File- Creation, Execution with Batch File Commands</li> <li>▪ Introduction to Windows Components-MY Computer, Windows Explorer, folder Options, Notepad, Word Pad, Paint etc.</li> <li>▪ MS Word- Screen Layout, Moving and Selecting Text, Basic Actions with documents, Editing documents, Formatting text, formatting Paragraphs, Tab positions, Adding Tables, Graphics, Page Formatting etc.</li> <li>▪ MS Excel- Introduction to MS Excel and Understanding Basic Working with it, Working with Formulas and Functions, Conditional Formatting, Data Sorting and Filtering, Inserting Charts, Pivot Tables &amp; charts etc.</li> <li>▪ <b>MS Power Point-</b> Introduction to presentation–Opening new presentation, Different presentation, templates, Setting backgrounds, Selecting presentation layouts. <b>Creating a presentation-</b>Setting Presentation style, Adding text to the Presentation. <b>Formatting a Presentation-</b>Adding style, Colour, gradient fills, Arranging objects, Adding Header &amp; Footer, Slide Background, Slide layout. <b>Adding Graphics to the Presentation-</b>Inserting pictures, movies, tables etc into presentation, Drawing Pictures using Draw. <b>Adding Effects to the Presentation-</b>Setting Animation &amp; transition effect. <b>Printing Handouts-</b>Generating Standalone Presentation viewer.</li> <li>▪</li> </ul>		
<b>Text Books</b>		
1		
<b>Reference Books</b>		
1	PC Software for windows made simple by Taxali R.K.-Tata McGraw-Hill Publishing Co. LTD.	
2	Working with Personal Computer by R P Soni, Harshal Arolkar and Sonal Jain –Books India Publication.	
3	The Complete Reference Office 2000 by Stephen L.Nelson. Tata McGraw-Hill Publishing Co. LTD.	

**Examination Scheme :**

**Note for Examiner:**

Q-1 Must be common from any topics from syllabus.

Q-2 And onwards must be from specific topics and internal choice or option can be given.

**Paper Structure:**

Q-1 Attempt any Six Out of Nine: each question must be 5 marks: (30 Marks)

Questions must be covered all possible section.

Q-2 Must be from topics: DOS and Windows: (08 marks)

Q-3 Must be from topics: MS Word: (07 marks)

Q-4 Must be from topics: MS-Power Point and Computer Virus: (7 marks)

Q-5 Must be from topics: MS-Excel: (8 marks)



# GANPAT UNIVERSITY

## FACULTY OF COMPUTER APPLICATIONS

Programme	Bachelor of Computer Application	Branch/Spec.	Computer Application			
Semester	I	Version	1.0.0.0			
Effective from Academic Year	2017-18	Effective for the batch Admitted in	June 2017			
Subject code	U31A3BWP1	Subject Name	BASIC WEB PROGRAMMING-I			
Teaching scheme			Examination scheme (Marks)			
(Per week)	Lecture(DT)	Practical(Lab.)	Total	CE	SEE	Total
	L	TU	P	TW		
Credit	3		2		5	Theory 40 60 100
Hours	3		4		7	Practical 20 30 50
Pre-requisites:						
Students should know basic understanding of computer, text formatting, and notepad.						
Learning Outcome:						
After the completion of the course, student able to learn Web and HTML concept and develop websites using different tools.						
Theory syllabus						
Unit	Content					Hrs
1	<b>Internet Concepts (10)</b> <ul style="list-style-type: none"> <li>▪ A brief Introduction to the Internet (02)</li> <li>▪ Internet Address, Uniform Resource Locator, Internet Service Provider (02)</li> <li>▪ Intranet, Extranet, Working of Internet (2)</li> <li>▪ Hypertext Transfer Protocol , Introduction to World Wide Web , Search Engines (1)</li> <li>▪ Introduction to web server and web browser, E-mail (02)</li> <li>▪ File Transfer Protocol (1)</li> </ul>					(10)
2	<b>Introduction to HTML (12)</b> <ul style="list-style-type: none"> <li>▪ Understanding HTML , skeleton of HTML page,Create a Web Page (1)</li> <li>▪ Custom Backgrounds and Colors, Publishing HTML Pages (01)</li> <li>▪ Basic Tags and attributes (2.5)</li> <li>▪ Formatting Tags (3)</li> <li>▪ List Tags (2.5)</li> <li>▪ Email Links and link within a Page (1)</li> <li>▪ Audio in HTML (01)</li> </ul>					(12)
3	<b>Advanced HTML (12)</b> <ul style="list-style-type: none"> <li>▪ Advanced Layout with Tables (3)</li> <li>▪ Working with Frame (3)</li> <li>▪ Creating HTML Forms (3)</li> <li>▪ Introduction Cascading Style Sheet and External Style Sheet (3)</li> </ul>					(12)

4	<b>JavaScript (11)</b> <ul style="list-style-type: none"> <li>▪ Introduction to JavaScript: Write first java script, external java script. (01)</li> <li>▪ Variables: rules, Declaring, assign and scope of variable (01)</li> <li>▪ Using Operators: Arithmetical, Assignment, Comparison, String Operators (3)</li> <li>▪ Control Statements: IF, If...Else, If...Else if, Switch statement (2)</li> <li>▪ JavaScript Loops: the for loop, while loop, the do while loop (2)</li> <li>▪ Popup Boxes: Alert box, confirm box, prompt box (2)</li> </ul>	(11)
<b>Practical content</b>		
List of programs specified by the subject teacher based on above mentioned topics.		
<b>Text Books</b>		
1	The complete reference web design Thomas a. Powell, TATA McGraw-Hill, Second Edition	
<b>Reference Books</b>		
1	SAMS Teach Yourself HTML in 24 hours, Techmedia.	
2	Introduction to Internet and HTML Scripting , Bhaumik Shroff	
<b>Note for Examiners:</b>		
Q-1 Must be common from any topics from syllabus.		
Q-2 And onwards must be from specific topics and internal choice or option can be given		
<b>Paper Structure:</b>		
Q-1 Attempt any Six Out of Nine: each question must be 5 marks: (30 Marks) Questions must be covered all possible section. Q-2 Must be from topics: Internet Concepts: (07 marks) Q-3 Must be from topics: : Introduction to HTML (08 marks) Q-4 Must be from topics: Advance HTML: (08 marks) Q-5 Must be from topics: JAVA SCRIPTS: (07 marks)		

# GANPAT UNIVERSITY

## FACULTY OF COMPUTER APPLICATIONS

Programme	Bachelor of Computer Application			Branch/Spec.	Computer Application			
Semester	I			Version	1.0.0.0			
Effective from Academic Year	2014-15			Effective for the batch Admitted in	June 2014			
Subject code	U31A4COA	Subject Name	COMPUTER ORGANIZATION AND ARCHITECTURE					
Teaching scheme				Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total	CE	SEE	Total
	L	TU	P	TW				
Credit	3		-		3	Theory 40	60	100
Hours	3		-		3	Practical -	-	-
<b>Pre-requisites:</b>								
Students should have a good working understanding basic knowledge of computer system and basic processor design, organization, and simple Memory.								
<b>Learning Outcome:</b>								
By the completion of this course, students will be able to convert one number system to another number system. Be able to understand Error Detection Codes, Gray Code, Excess – 3 code, Alphanumeric Codes. Become adequate to use RAM - SRAM, DRAM, ROM - PROM, EPROM, UVEPROM, EEPROM. Be able to implement Logic Gates, K-Map Simplifications etc.								
<b>Theory syllabus</b>								
Unit	Content						Hrs	
1	<b>Data Representation and Number System (11)</b> <ul style="list-style-type: none"> <li>▪ Number System: Introduction to Decimal, Binary, Octal, Hexadecimal number system (01)</li> <li>▪ Conversation of number from one number system to another number system (like Decimal to Binary etc.) (06)</li> <li>▪ Binary Arithmetic: - Addition (Simple Method, Using 1's Complement, Using 2's Complement method) (1.5)</li> <li>▪ Subtraction (Simple Method) (0.5)</li> <li>▪ Multiplication (Simple Method) (01)</li> <li>▪ Division (Simple Method) (01)</li> </ul>						(11)	
2	<b>Different Codes (09)</b> <ul style="list-style-type: none"> <li>▪ Representation of Error Detection Codes: Parity Bit Method, Checksum Method (02)</li> <li>▪ Representation of Error Correction Code: Hamming Code (02)</li> <li>▪ Alphanumeric Codes: ASCII, EBCDIC (02)</li> <li>▪ Excess – 3 Code (01)</li> <li>▪ BCD Addition Method (01)</li> </ul>						(09)	

	<ul style="list-style-type: none"> <li>▪ Gray Code: Gray to Binary Conversion, Binary to Gray Conversion (01)</li> </ul>	
3	<b>Fundamentals of Computer (12)</b> <ul style="list-style-type: none"> <li>▪ Introduction to Ideal Microcomputer (02)</li> <li>▪ An Actual Microcomputer: CPU, Address Bus, Data Bus, Control Bus (04)</li> <li>▪ Memory: RAM - SRAM, DRAM, ROM - PROM, EPROM, UVEPROM, EEPROM (02)</li> <li>▪ History of Microprocessor (01)</li> <li>▪ Microcontroller (Application Only) (1.5)</li> <li>▪ Addressing Techniques (1.5)</li> </ul>	(12)
4	<b>Introduction To Digital Electronics (13)</b> <ul style="list-style-type: none"> <li>▪ Logic Gates: Inverter, OR Gate, AND Gate, NOR Gate, NAND Gate, EX-OR Gate, EX-NOR Gate, De'Morgan's Theorems (05)</li> <li>▪ Boolean Algebra: <ul style="list-style-type: none"> <li>Universal Gates (Only for Logic Conversion) (02)</li> <li>K-Map Simplifications, Pair, Quad, Octet (upto 4 variables) (03)</li> <li>Don't Care Condition (01)</li> <li>Arithmetic Logic Unit: Half Adder, Full Adder, Binary Adder, 2's Complement Adder Subtractor (02)</li> </ul> </li> </ul>	(13)
<b>Practical content</b>		
NIL		
<b>Text Books</b>		
1	Fundamentals of Computers by V. Rajaraman	
<b>Reference Books</b>		
1	Structured Computer Organization by Andrew S. Tanenbaum	
2	Digital Principles and Applications by Malvino and Leach –TMH Publications	
3	Digital Principles and Applications by Albert Paul Malvino and Donald P. Leach	
Examination Scheme :		
<b>Note for Examiners:</b> Q-1 Must be common from any topics from syllabus. Q-2 And onwards must be from specific topics and internal choice or option can be given. <b>Paper Structure:</b> Q-1 Attempt any Six Out of Nine: Each question must be 5 marks: (30 Marks) Questions must be covered all possible section. Q-2 Must be from topics: Data Representation and Number System: (08 Marks) Q-3 Must be from topics: Different Codes: (07 Marks) Q-4 Must be from topics: Fundamentals of Computer: (07 Marks) Q-5 Must be from topics: Introduction to Digital Electronics: (08 Marks)		

# GANPAT UNIVERSITY

## FACULTY OF COMPUTER APPLICATIONS

Programme	Bachelor of Computer Application	Branch/Spec.	Computer Application			
Semester	I	Version	1.0.0.0			
Effective from Academic Year	2014-15	Effective for the batch Admitted in	June 2014			
Subject code	U31B5LCS	Subject Name	LANGUAGE AND COMMUNICATION SKILLS-I			
Teaching scheme			Examination scheme (Marks)			
(Per week)	Lecture(DT)	Practical(Lab.)	Total	CE	SEE	Total
	L	TU	P	TW		
Credit	3		-		3	Theory 40 60 100
Hours	3		-		3	Practical - - -
<b>Pre-requisites:</b>						
Knowledge of English Language which includes basic grammar, basic structure formation and basic comprehension of listening and reading.						
<b>Learning Outcome:</b>						
By the completion of this course, students will be able to:						
<ul style="list-style-type: none"> <li>· Comprehend information expressed in different contexts.</li> <li>· Demonstrate awareness of vocabulary unique to academic, personal and professional realms.</li> <li>· Demonstrate clear pronunciation and adequate speed of speech appropriate to the intermediate level of English fluency.</li> </ul>						
<b>Theory syllabus</b>						
Unit	Content					Hrs
1	<b>Enriching Vocabulary (06)</b> <ul style="list-style-type: none"> <li>▪ Synonyms &amp; Antonyms (01 )</li> <li>▪ Prefixes &amp; Suffixes (01 )</li> <li>▪ Word Often Confused (02)</li> <li>▪ Word Followed by appropriate preposition (01)</li> <li>▪ Compound Words (01)</li> </ul>					(06)
2	<b>Introduction to Communication (09)</b> <ul style="list-style-type: none"> <li>▪ Introduction of communication, (1)</li> <li>▪ Cycle of Communication, (2)</li> <li>▪ Importance of effective communication (01)</li> <li>▪ Verbal and Non-Verbal Communication (03)</li> <li>▪ 7Cs of Communication (1)</li> <li>▪ Principles of communication (01)</li> </ul>					(09)
3	<b>IT and Medias of Communication (10)</b> <ul style="list-style-type: none"> <li>• Talex (01)</li> <li>• Facsimile (01)</li> <li>• Email (01)</li> <li>• Voice mail (01)</li> <li>• Internet Multimedia (01)</li> </ul>					(10)

	<ul style="list-style-type: none"> <li>• Teleconferencing (01)</li> <li>• Audio conferencing (01)</li> <li>• Video Conferencing (01)</li> <li>• SMS (01)</li> <li>• Telephone Answering Machine (01)</li> </ul>	
4	<b>Communication for Administration of personal department (11)</b> <ul style="list-style-type: none"> <li>▪ Types of Application letters- Solicited and Unsolicited (01)</li> <li>▪ The form &amp; Content of an application letters, bio-data (02)</li> <li>▪ Specimen application letters (02)</li> <li>▪ Interview Letters, Reference Letter, Testimonials Letter, Letter of appointment (03)</li> <li>▪ Letters of confirmation, Promotion &amp; Retirement, Resignation letters, Leave Application, etc. (03)</li> </ul>	(11)
5	<b>Selected Short Stories (09)</b> <ul style="list-style-type: none"> <li>▪ A cup of Tea – Katherine Mansfield (03)</li> <li>▪ The Post Master – Rabindranath Tagore (03)</li> <li>▪ How much Land Does a Man Need? Leo Tolstoy (03)</li> </ul>	(09)
<b>Practical content</b>		
NIL		
<b>Text Books</b>		
1	C. S. Sharma-Twelve Short-Stories, OUP	
2	Meenakshi Raman & Sangeeta Sharma -Technical Communication, 2006, OUP, New Delhi	
<b>Reference Books</b>		
1	Rhoda Doctor –Principles and Practice of Business Communication-Sheath publishers.	
2	Rajendra pal- Essentials of Business Communication.	
3	Wren & Martin; English grammar and composition, 2003.	
4	Asha Kaul-Business Communication, 1998, Prentice-Hall of India Ltd, New Delhi	
5	Baugh Sue, How to Write First Class Letters, 1998, Viva Books Pvt. Ltd, New Delhi	
5	Lesikar, Raymond V & Pettit John D, Business Communication, 1999, AIIBS Publishers & Distributers, New Delhi	
<b>Examination Scheme :</b>		
<b>Note for Examiners:</b> Q-1 Must be common from any topics from syllabus. Q-2 And onwards must be from specific topics and internal choice or option can be given <b>Paper Structure:</b> Q-1 Attempt any Six Out of Nine: each question must be 5 marks: (30 Marks) Questions must be covered all possible section. Q-2 Must be from topics: Enrich vocabulary: (04 marks) Q-3 Must be from topics: Introduction to Communication: (06 marks) Q-4 Must be from topics: IT and Medias of Communication: (06 marks) Q-5 Must be from topics: Communication for Administration of personal department: (08 marks) Q-6 Must be from topics: Selected Short Stories: (06 marks)		