Programme: BCA CBCS– Revised Syllabus w.e.f.-Year2022 –2023			
Semester	**Course Code**	**Course Title**	
I	**101**	**Fundamental of IT**	
Type	**Credits**	**Evaluation**	**Marks**
Discipline Specific Course	3	IE 40 + UA(60)	100

Course Objectives:

To make students to:

- Get familiar with Computer and its components.
- Introduce various devices
- Handle MS-Office package to apply for technical and professional careers.

Course Outcomes:

After completing the course the students shall be able to

- Understand basic concepts and types of Computer, memory devices and software
- Remember types of computer and its peripherals
- Demonstrating MS-office tools for data processing, mathematical operations in worksheets, presentations.
- Analyse the use of various components of computer

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Introduction to Computer	• Computer- Definition, Characteristics, Concept of Hardware, Software , Evolution of computer and Generations • Types of Computer – Analog and Digital computers, Hybrid Computers, General Purpose and Special Purpose Computer • Limitations of Computer, Applications of Computer in Various Fields.	Have a basic understanding of personal computers and their operations.	Understand and remembering Computer S/W, H/W and its generation, types of computers.	9
I/O Devices	• Input Device – Keyboard, Mouse, Scanner, MICR, OMR.	Understand basic concepts and terminology of information	In detail analyze I/O devices and it's operations.	8

	• Output Devices – VDU, Printers – Dot Matrix, Daisy-wheel, Inkjet, Laser, Line Printers and Plotters.	technology.		
Computer Memory	• Memory Concept, Memory Cell, Memory Organisation, Semiconductor Memory – RAM, ROM, PROM, EPROM • Secondary Storage Devices – Magnetic Tape, Magnetic Disk (Floppy Disk and Hard Disk.), Compact Disk.	Identify common computer hardware and software elements and understand how they interact with each other	Use of primary and secondary Memory	8
Softwares	• Software and its needs, Types of S/W. System Software: Operating System, Utility Programs Programming Language: Machine Language, Assembly Language, High Level Language their advantages & disadvantages. • Application S/W and its types: Word Processing, Spread Sheets Presentation, Graphics, DBMS s/w • Concept of Network and its Type, Basic Elements of a Communication System, Data Transmission Media, Topologies	Software and its needs, Operating System, Utility Programs and Programming Languages	Awareness of basic languages databases, networks with in computer systems.	8
MS-office	• **MS Office:** Introductio	Demonstrate how to	Developing skill	12

	n to MS Office, Components and Features. • **MS Word:** Creating Letter, Table, Fonts, Page Layout Document, Formatting, Spell Check, Print Preview, Template, Color, Mail Merge, Auto Text, Inserting Picture, Word Art. • **MS Excel:** Introductio n to Excel, Sorting, Queries, Graphs, Scientific Functions. • **PowerPoint:** Intro duction to PowerPoint, Creation of Slides, Inserting Pictures, Preparing Slide Show with Animation. • **MS Access:** Creation and Manipulation of Files.	MS-Office software tools for word processing, mathematical processing and presentations.	of preparing documents, presentation and storing of simple data in databases.	

Reference Books:

Sr.No.	Name of the Author	Title of the Book	Year Edition	Publisher Company
1	P.K.Sinha	Computer Fundamentals	2015 (6th Edition)	BPB Publication
2	**V.**Rajaraman	Fundamentals of Computers	2001(3rd Edition)	PHI Publication
3	Vishnu Singh	Quick Reference for MS-Office 2007	2008	Asian Publisher

Online Resources:

Online Resources No.	Web site address
1	https://www.udemy.com/course/fundamentals-of-information-technology/
2	https://www.youtube.com/watch?v=DLb8IFee-DI
3	https://www.youtube.com/watch?v=mOYpH24GR6Y
4	https://www.youtube.com/watch?v=j8hVRx2AFP0

MOOCs:

Resources No.	Web site address
1	https://www.classcentral.com/course/swayam-introductory-concepts-of-digital-computing-45159
2	https://www.classcentral.com/course/swayam-sr-secondary-computer-science-330-17803
3	https://www.classcentral.com/course/edx-information-technology-foundations-17970

Programme: BCA CBCS– Revised Syllabus w.e.f.-Year 2022 –2023			
Semester	**Course Code**	**Course Title**	
I	**102**	**C Programming**	
Type of Course	**Credits**	**Evaluation**	**Marks**
Discipline Specific Course	**3**	UE(60)+IE(40)	100

Course Objectives:

Objectives :

- To learn Procedure Oriented Programming Language C.
- Emphasise on process of learning a computer language.
- Focus on semantics and problem solving.

Course Outcomes:

After completing the course the students shall be able to

- Solve a given problem using procedural technique.
- Understand and use control statements and operators.
- Read, understand and design C programs using control structures.
- Effectively use of Arrays and functions implement pointers and its arithmetic
- Apply C programing concepts for solving simple real life problems.

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Introduction to Algorithm	• Concept, of Problem, Procedure and Algorithm • Algorithm Representation through Pseudo -Code and Flow - Charts • Tracing of Algorithms Such as Swapping, Counting, Finding the Sum, Product, maximum, minimum, of a list of numbers.	Argue the correctness of algorithms using inductive proofs and invariants.	Understand and remembering Algorithm. Tracing of Algorithms.	5
Introduction to C Language	• History • Structure of C Programming, Function as building blocks • Language Fundamentals, Character set, C Tokens, Keywords, Identifiers, Variables, Constant,	Defining keywords, identifiers, variables, constants in C	Understand the basics of C Programming	5

	• Data Types, Comments			
Operators	• Types of operators, Operator Precedence and Associativity • Expression, Statement and types of statements • Built in Operators and functions • Console based I/O and related built in I/O function- printf(), scanf(), getch(), getchar(), putchar(), • Concept of header files, Preprocessor directives - #include, #define	Learn Operator set, statement types, input and output statement	Understanding of input output statements and write simple programs	6
Control Structures	• Basic Control Structures • Decision making structures - if statement, if-else statement, Nested if-else statement, switch statement • Loop Control structures - while loop, do-while loop, for loop, Nested for loop • Other statements - break keyword, continue keyword, goto keyword, exit function	Use of decision making and looping statements for program writing	Program writing using decision making and looping statements	8
Functions and Arrays	• Introduction • Purpose of function, Function declaration/ Function prototype, Functiondefinition,Functioncall,returnstatement • Functionparameters • Typesoffunctions • Callbyvalue • Storageclasses • Recursion,Examples on recursive function • Introduction to one-dimensional Array, Definition, Declaration, Initialization, Accessingand displaying array elements • Arrays and functions • Introduction to two-dimensionalArray, Definition, Declaration, Initialization, Accessing and displaying array elements	Concept of Function, Array and its type	Understanding of use of function and array and implement it to understand the functionalities of same	13

Strings, Structure and Pointers	• Introductions to Strings, Definition, Declaration, Initialization • Input, output statements for strings • Standard String library functions with example • Structure – User defined datatypes, Concept of structure, Union; Member access operator • Introduction to pointer, Definition, Declaring and Initializing pointer variable • Indirection operator and address of operator, Accessing variable through its pointer, Pointer arithmetic • Dynamic memory allocation	String and its manipulation functions User defined data types i.e. Structure and Union	Writing C Program for string handling and use of Structure and Union	8

Reference Books:

Sr.No.	Name of the Author	Title of the Book	Year Edition	Publisher Company
1	Yashwant Kanetkar	Let us C	2018	BPBPublications
2	B.W.Kernighan, D.M.Ritchie	The‘C’programming language	1998	PHI
3	Balaguruswami	Programming inANSIC	2019	TMH

MOOCs:

Resources No.	Website address
1	NPTEL / Swayam
2	www.edx.com
3	www.coursera.com

Semester	Course Code	Course Title	
I	**103**	**Organization of IT Business**	
Type of Course	**Credits**	**Evaluation**	**Marks**
Discipline Specific Course	3	UE(60)+IE(40)	100

Course Objectives :

To acquaint students with fundamentals of Business Organization and management systems as abody of knowledge.

Course Outcomes:

- To know about business and its structure and its various forms.
- To Apply and enlighten with nature and scope of IT business organization.
- To make them understand the office function and its significance on office layout
- To understand the complexities associated with management of human resources in the IT organizations and integrate the learning in handling these complexities.

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Nature and Evolution of Business	Concept of Business – Meaning, Definition, Nature and Scope, Characteristics of Business. Business as an Economic Activity. Objectives of Business. Structure of Business (Classification of Business Activities. Requisites for Success in Modern Business. Beginning and development of Commerce, Evolution of Industry, IndustrialRevolution, Beginning and growth of Indian Business, Industrialization in India	Basics of Business	Studying Basics of Business Structure	10
Forms of Business Ownership	Introduction to various forms – Factors affecting choices of an deal form of ownership, features Merits and Demerits of Sole Proprietorship – Joint Hindu FamilyBusiness – Partnership – Joint Stock Company – Co-operative Organization, Public	Different types of business	Study each business type with is merits and demerit	10

	Enterprises.			
Formation of a Company	Stages in formation and incorporation of a company (e Promotion – incorporation and registration – Capital Subscription - Commencement of Business. - Documents of a Company i.e. Memorandum of Association – Articles of Association – Prospectus.	Documentation for company formation	Study different documents required to operate business	10
The Impact of information technology on the Business	Modern Organizations- IT runs the Airlines, Technology Transforms, Securities Industry, Creating New Types of Organization- Examples of Designs using IT Variables, Adding peoples to the design.	Use of IT in Organization	Study the application of IT in Business Process	10
Strategic Issues of Information Technology	IT and Corporate Strategy- Some examples of Technology strategy, value chain, A framework for the strategic use of IT. Creating and sustaining a Competitive edge- Using resource to advantage, protecting an IT innovation. Integrating Technology with the Business Environment.	Corporate Strategy for running Business with IT	Different Corporate Strategy for Business using IT	5

Reference Books:

Sr. No.	Name of the Author	Title of the Book	Year Edition	Publisher Company
1	S.A. Sherlekar	Modern Business Organization and Management	latest edition	Himalaya Publishing House)
2	Y.K. Bhushan	Fundamental of Business Organization & Managemen	latest edition	S Chand Publishers
3	C. R. Basu	Business Organization and Management	1998	Tata McGraw Hill
4	Henry C. Lucas,Jr	Information Technology for Management	latest edition	Tata McGraw Hill
5	S.S. Dubey	IT Services Business Management: Concepts, Processes and Practices	latest edition	PHI Publication

MOOCs:

ResourcesNo.	Web site address
1	NPTEL
2	Swayam
3	www.edx.com
4	www.coursera.com

Programme: BCA CBCS – Revised Syllabus w.e.f. - Year 2022 – 2023			
Semester	**Course Code**	**Course Title**	
I	**104**	**Discrete Mathematics**	
Type of Course	**Credits**	**Evaluation**	**Marks**
Minor Disciplinary Course	3	UE(60)+IE(40)	100

Course Objectives :

To make students to :

- Get familiar with discrete structures of mathematics and its application in Business.
- Model the given data in set structure also Set relation among data descriptors.
- Define the function and identify the types of function
- Represent the facts in logic statements and resolve the given problem

Course Outcomes:

After completing the course the students shall be able to :

- Understand the discrete structures and their representations
- Apply the structures to represent the given phenomenon
- Demonstrate the operations of discrete structures
- Analyse the truthiness of the statement

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Set Theory	Definition of a set, Representation of elements of sets, Methods of representing sets,types of sets, operations on sets , cardinality of a set, Principle of Inclusion and Exclusion, Venn Diagram, Proof by using Venn diagram	Defining a set and its elements, finding length of set and performing various operations on sets,	Representing problem information using sets and Venn diagram and find the solution for the problem	8
Functions and Relations	Definition of Function, Types of Functions ,Composite Function, Relation definition, representation of relations	Defining function as a process and define domain and co-domain accordingly	Convert a process to mathematical expression to a function or a relation	8
Logic	Propositions, Logic Operations-Negation, Disjunction, Conjunction, Conditional and	Different logic connectors, creating truth tables for compound	Expressing a problem as a set of logical statements.	9

	Biconditional, Truth Tables of compound propositions, Translating English sentences into logical statements and vice versa, Logic gates and circuits	propositions		
Matrices	Matrix Definition, General Form, Representation of matrix in computers, Types of matrices, Operations on matrices: Addition, Subtraction and Multiplication, transpose , row / column transformations , Inverse of the matrix by Co-factor and Adjoint method, solutions to three variable problems by using matrices, application problems of matrices	Defining and representing data in the form of matrix and processing it as an unit.	Applying matrices for finding solution to multivariate problem.	10
Permutations, Combinations and Probability	Concept- Permutation, Combination, Sum and Product rules, problems on Permutationand combination (with wording atleast, atmost, neither nor, any one etc.) Concept and problem solving, general probability, conditional probability, partitions,Bayes Theorem	Counting possible number of outcomes for given experiment and calculating chance of occurrence of a desired event.	Applying probability concept to solve real life situations.	10

Reference Books:

Sr. No.	Name of the Author	Title of the Book	Year Edition	Publisher Company
1	Kenneth Rosen	Discrete Mathematics & its Applications, 6th Edition	2007	Tata Mc Graw Hill
2	Semyour Lipschutz & Marc Lipson	Discrete Mathematics, 2nd Edition	Reprint 2010	Tata Mc Graw Hill

MOOCs:

ResourcesNo.	Web site address
1	NPTEL / Swayam www.coursera.com www. edx.com

Programme:BCA CBCS – Revised Syllabus w.e.f. - Year 2022 – 2023			
Semester	**Course Code**	**Course Title**	
I	**105**	**Lab on MS-Office Suite**	
Type of Course	**Credits**	**Evaluation**	**Marks**
Discipline Specific Course	2	UE(60)+IE(40)	100

Course Objectives :

The objective of this course is to help the student gain proficiency in text editing and formatting,spreadsheet and database processing/analysis, and presentation preparation. An additional objective ofthe course is for the student to gain basic knowledge of modern-day computing technology

Course Outcomes:

- Students are able to prepare documentation using MS-Word
- Demonstrate an advanced knowledge of the Word Processing package to design & create effective and structured documents like technical reports, letters, brochures, etc.,.
- Demonstrate the skills in the appropriate use of various features of the spread sheet package MS Excel to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc
- Demonstrate the skills in making an effective presentation with audio and video effects using the. MS Power Point

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Information Technology Essentials, Windows and Internet Explorer:	Verify the components of a typical computer system, Explore, maintain files, andcustomize the Windows operating system, Review using the Internet Explorer.	Understanding computer system and customising operating system	Identify various components of computer navigating through various options of operating system and customising it	4
MS Word	Introduction to MS Word, Menus, Shortcuts, Document typesWorking with Documents: a) Opening Files, Formatting page and Setting Margins, Converting files to different formats, Editing text documents, Using Toolbars,	understanding Word software Working with documents and its settings Formatting creating table	word document preparation with proper formatting for given theme repairing time tables syllabus Structure using table	8

	Ruler, Icons and help b) Formatting Documents: Setting Font Styles, Setting Paragraph style, Setting Page Style, Setting Document Styles c) Creating Tables: Table settings, Borders, Alignments, insertion, deletion, Merging, Splitting,Sorting, Formula d) Drawing: Inserting Pictures/Files etc., Drawing Pictures, Formatting &Editing pictures,Grouping and ordering, Rotating e) Tools: Word Completion, Spell Checks, Macros, Mail merge, Templates, UsingWizards, Tracking, Changes, Security	in tabular data drawing objects pictures use mail merge	Preparing Word document with graphical objects sending later reset to recipient using mail merge	
MS Power Point	a) Introduction: Opening new Presentation,Different presentation templates,Setting backgrounds, Selecting presentation layouts b) Creating a presentation: Setting presentation style, Adding Text to the presentation c) Formatting a presentation: Adding style, Color, gradient fills, Arranging objects, Adding Header & Footer,Slide background, Slide layout d) Adding Graphics to the presentation: Inserting pictures, movies, tables, etc into the presentation, Drawing Picturesusing Draw e) Adding effects to the presentation: Setting Animation & transition effect, Adding audio and videoPrinting Handouts and Generating standalone presentation viewer	Understanding creation of PowerPoint presentation	Prepairing PowerPoint presentation for seminar topic yesterday presentation with animation Presenting a PowerPoint presentation of college department with proper graphics and effects	6

MS Excel	a) Introduction: Spreadsheet & its Applications , Opening spreadsheet, b) Working with Spreadsheets: Opening a File, Saving Files, Setting Margins, Converting files to differentformats : Importing, Exporting and Sending files to others, Spreadsheet addressing, Entering and Editing Data: c) Computing data : Setting Formula, Finding total in a column or row, Mathematical Operations(Addition, Subtraction, Multiplication, Division, Exponentiation), Using other Formula d) Formatting Spreadsheets: Formatting – Cell, row, column Headers, Row Height, Column Width, Visibility – Row, Column, Sheet, worksheet Security e) Formatting – worksheet: Sheet Formatting & style - background, color, Borders & shading, Anchoring objects, Formatting layout for Graphics, Clipart etc., f) Working with sheets : Sorting, Filtering, Validation, Consolidation, Subtotal , Creating Charts, Selecting charts, Formatting charts, label, scaling etc., g) Using Tools: Error Checking, Spell Checks, Macros, Formula Auditing, Creating & using Templates, Tracking changes,	Working with Excel sheet, Spread sheet	Representing Excel sheet preparation for business application Visualisation of Excel data	4

	customization, printing worksheet			
Working with Excel Functions	Concept of Functions, Commonly used functions: Sum, Max,Min, Average, Count,Today, Now, Datedif, Countif, CountA, CountBlank, Round, RoundUp, RoundDown, ABS, Sign, Ceiling, Floor, Trim, Value, Clean, sqrt, if, sumif **MS Access:** What is an Access Database, Opening a Database File, Create Table, Create andmodify fields of tables, Construct simple queries, Saving and Running Queries	Studying mathematical functions Understanding concept of database Studying how to write and use queries writing queries	applying mathematical functions for given Excel data Creating data bases studying how to write and use queries Writing queries for given database and problem	8

Programme: BCA CBCS – Revised Syllabus w.e.f. - Year 2022 – 2023			
Semester	**Course Code**	**Course Title**	
I	**106**	**Lab on C Programming**	
Course Type	**Credits**	**Evaluation**	**Marks**
Discipline Specific Course	2	UE(60)+IE(40)	100

Course Objectives :

- To make students practice on the procedure oriented programming using C
- To train the students for programming logic development

Course Outcomes:

- Develop skills to write simple programming concepts using C language
- Implement a real world problem using basic constructs of C language
- Develop an application using Decision making and looping And Make use of proper operators to solve problem
- Make use of Arrays and pointers efficiently and handling strings.
- Comprehend the dynamic memory allocation and pointers in C.
- Able to define new data types using enum, structures and typedef

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Operators	Compilation and Executing programs Arithmetic operations Use of Symbolic constants Demonstrating the following gcc options -o, -c, -D, -l, -I, -g, -EPrograms to demonstrate use of operators and Input/ output ***gcc or an equivalent compiler is assumed***. Compilation and Executing programs Arithmetic operations	Understanding of how to write program using input output statement and its execution	program writing using scanf print statements to perform various operations for given problem	5
	Program to demonstrate the	use of	writing programs	7

Selection & Iteration Construct	following – Branching – Nested Branching – Looping Selection.	branching looping statements in programming	using if if else switch case looks statement based on the problem requirement	
Function and Storage Classes	Working with functions – Writing function prototype and definition – Using functions to solve problems (Calling a function) – Using recursion Storage classes - Using register, extern and static	Understanding of how to write user defined functions and study where to use it and how to use it	program writing using function with its various variants to solve the given problem	6
4 Arrays and Strings	Arrays and Strings 1D - Linear Search, Binary Search, Bubble Sort, Selection Sort, Insertion Sort2 D - Matrix operations Strings: program to do operations on string using library and user defined functions Finding length of string, String concatenation, removing extra spaces, get substring, check whether second string is part of another, converting string to lowercase, uppercase etc..	study array its types various search and sort technique using array study of string and its manipulation	program writing for search technique sorting techniques Matrix manipulation using array writing programs for string manipulation	7
5 **Structures & Pointers**	Structures Making use of structures to define new types(user defined types) Arrays of structure, display all elements of array and sorting of them. Pointers, Programs to demonstrate working of pointer; need of pointer, Pointer as parameter to function	study user defined data types structure union and concept of pointer	program writing for processing of stored data based on the problem requirement program to implement efficient memory usage for given problems problems	5

	Comparison of pointer with arrays and using pointer to refer an arrayCreating pointer dynamically by using dynamic memory allocation Array of Pointers, Ragged Arrays, Function pointer.			

Programme:BCA CBCS– RevisedSyllabusw.e.f.-Year2022 –2023			
Semester	**Course Code**	**Course Title**	
I	**107**	**Universal Human Values**	
Type of Course	**Credits**	**Evaluation**	**Marks**
Value Addition Course	2	IA (50)	50
Course Objectives:			
• To help the student to see the need for developing a holistic perspective of life. • To sensitize the student about the scope of life – individual, family, society and nature/existence. • Strengthening self-reflection. • To develop more confidence and commitment to understand, learn and act accordingly.			

Course Outcomes:

- Provide an overview of Prerequisites to Human Values
- Understand the role of a human being in ensuring harmony in self and society
- Analyse ethical dilemma while discharging duties in professional life.
- Evaluate ethical and unethical decisions and take a right stand
- Develop a harmonious environment for holistic development of self and body.

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Introduction to Value Education	1. Value Education, Definition, Concept and Need for Value Education. 2. Self exploration as a means of Value Education.	Introduce the student to value and its need	Observe the change in behavior of the student	3
Harmony in Human Being	1. Human Being is more than just the Body. 2. Harmony of the Self ('I') with the Body - happiness and physical facility 3. Understanding Myself as Co-existence of the Self and the Body. 4. Understanding Needs of the Self and the needs of the Body. 5. Understanding the activities in the Self and the activities in the Body.	Understanding the Students version of Harmony in Human Being	Understanding the past behavior and giving a new perspective and analyzing the change.	7
Harmony in the Family and Society and Harmony in the Nature	1. Family as a basic unit of Human Interaction and Values in Relationships. 2. The Basics for Respect and today's Crisis: Affection, e, Guidance, Reverence, Glory, Gratitude, Prosperity and Love. 3. Comprehensive Human Goal: The Five Dimensions of Human Endeavour. 4. Harmony in Nature: The Four Orders in Nature. 5. The Holistic Perception of Harmony in Existence.	Making the Students understand the terms through various examples and bringing in a holistic perception of Existence	Through case studies interpretation students should be made aware of the importance of these in self and for family and society.	10
Professional Ethics	1. Value based Life and Profession. 2. Professional Ethics and Right Understanding.	Understanding the role of ethics.	Through past evidences (historical scriptures) bringing in the	10

	3. Competence in Professional Ethics. 4. Issues in Professional Ethics – The Current Scenario.		role of ethics in right understanding.	

ReferenceBooks :

Sr. No.	Name of the Author	Title ofthe Book	Year Edition	Publisher Company
1	Bertrand Russell	Human Society in Ethics & Politics	2015	Taylor and Francis
2	I.C. Sharma	Ethical Philosophy of India	1965	Johnsen

Online Resources:

Online Resources No.	Website address
1	https://fdp-si.aicte-india.org/verifiedProgramDetailsList.php
2	https://citizenchoice.in/course/Universal-Human-Values/Unit%201/Happiness-and-Prosperity

MOOCs:

ResourcesNo.	Website address
1	Swayam.gov.in
2	https://epgp.inflibnet.ac.in

Programme:BCA CBCS – Revised Syllabus w.e.f. - Year 2022 – 2023			
Semester	**Course Code**	**Course Title**	
I	**108**	**Language-I**	
Type of Course	**Credits**	**Evaluation**	**Marks**
Ability Enhancement Course	2	IE (50)	100

Course Objectives :

To make students to:

1. Participate actively in discussions & debates
2. Give impromptu speeches and prepared presentations
3. Read, comprehend and summarize articles
4. Learn typical formats for writing and practice writing skills
5. Prepare power-point presentations
6. Receive extensive feedback on their oral and written skills

Course Outcomes:

After completing the course the students shall be able to

- Understand and read English better
- Write accurately and speak fluently.
- Participate actively in discussions and debates
- Give presentations.

Unit	Sub Unit	Competency	Competency Indicators	Sessions
Grammar and Translation	• Construction of sentences with there is, there are, it is etc. • Usage of articles, tenses and prepositions etc. • Translation of sentences, & passages from mother tongue to English • General errors in Sentence Constructions • Synonyms, Antonymous, use of appropriate words • Idioms & Phrases	Formation of English sentences with use correct of English Grammar	Understand and apply grammar, Translating sentences, use of idioms and phrases	6
Reading, Listening,	• Reading short passages aloud and	Fluent reading and comprehension of	Pronouncing words,	6

and Comprehension skills	discussion • Listening of conversations and answering questions • Comprehension of Short Passages • Comprehensions of texts, judgments and other passages of more general nature	English passages	understanding of texts and answering questions thereon	
Speaking skills	• Introducing oneself • Conversations between two student on a given topic/role play • Impromptu speech on a given topics • Debates and Logical reasoning	Use of English in self introduction, debates, logical reasoning and impromptu speech	Introducing oneself, participation in debates, logical reasoning and impromptu speech	6
Writing skills	• Writing correctly (Grammar, Punctuation) • Paragraph Writing • Letters – Structure & Layout (Business & Official letters) • Essay writing • Resume writing	English writing	Paragraph, essay, letter, resume writing	6
Presentation Techniques	• Preparing PowerPoint presentations • Preparing for class-room presentations	Giving English presentations	Making PowerPoint presentations, Giving presentation to class	6

Reference Books:

Sr. No.	Name of the Author	Title of the Book	Year Edition	Publisher Company
1	B.M. Sheridan	Speaking and Writing in English	2017	The Readers Paradise
2	Ellen Kaye	Maximize Your Presentation Skills: How to Speak, Look, and Act on Your Way to the Top	2002	Currency
3	Thomson and Martinet	*A practical English Grammar*	1970	The English Language Book Society and Oxford University Press
4	Wren and Martin,	*English Grammar and Composition*	latest edition	S. Chand, Delhi
5	Mike Gould	*Cambridge Grammar and Writing Skills Learner's Book 8*	2019	Cambridge University Press

Online Resources:

Online Resources No.	Web site address
1	https://www.passporttoenglish.com
2	https://www.youtube.com/user/EnglishLessons4U
3	http://www.5minuteenglish.com/grammar.htm
4	https://learnenglish.britishcouncil.org/skills/writing/a1-writing
5	https://www.skillsyouneed.com/presentation-skills.html

MOOCs:

Resources.	Web site address
1	https://www.my-mooc.com/en/mooc/english-grammar-style-uqx-write101x-3/
2	https://www.my-mooc.com/en/mooc/business-english-making-presentations/
3	https://www.my-mooc.com/en/mooc/english-for-effective-business-speaking/
4	https://www.my-mooc.com/en/mooc/english-for-business-and-entrepreneurship/
5	https://www.my-mooc.com/en/mooc/english-doing-business-asia-writing-hkustx-eba102x-1/