### Draft Syllabus of B.C.A. (Bachelor of Computer Applications)
#### B.C.A. FIRST YEAR

<table>
<thead>
<tr>
<th>CODE No.</th>
<th>SUBJECT TITLE</th>
<th>TEACHING PERIODS / WEEK</th>
<th>MAXIMUM MARKS</th>
<th>TOTAL MARKS (A+B)</th>
<th>DURATION OF EXAM Hours</th>
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<tbody>
<tr>
<td></td>
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<td>Theory</td>
<td>Practical</td>
<td>Theory / Practical (A)</td>
<td>Internal Test Marks (B)</td>
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<tr>
<td>SEMESTER 1:</td>
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<tr>
<td>BCA.S1.1</td>
<td>Communication skills I</td>
<td>4</td>
<td>---</td>
<td>80</td>
<td>20</td>
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<tr>
<td>BCA.S1.2</td>
<td>Fundamentals of computers</td>
<td>4</td>
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<td>80</td>
<td>20</td>
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<tr>
<td>BCA.S1.3</td>
<td>Office Automation</td>
<td>4</td>
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<td>20</td>
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<tr>
<td>BCA.S1.4</td>
<td>Dos and Windows Operating Systems</td>
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<td>20</td>
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<tr>
<td>BCA.S1.PR1</td>
<td>Comp.lab.1 (Dos+ Windows)</td>
<td>---</td>
<td>3</td>
<td>50</td>
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<tr>
<td>BCA.S1.PR2</td>
<td>Comp. Lab. 2 (MS-Office 2000)</td>
<td>---</td>
<td>3</td>
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<tr>
<td></td>
<td>TOTAL MARKS</td>
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| SEMESTER 2:                                    |                                                  |                          |                |                   |                        |
| BCA.S2.5 | Communication skills II                           | 4       | ---       | 80                | 20                    | 100                     | 3                        |
| BCA.S2.6 | Programming in "C"                                | 4       | ---       | 80                | 20                    | 100                     | 3                        |
| BCA.S2.7 | Statistical Methods                               | 4       | ---       | 80                | 20                    | 100                     | 3                        |
| BCA.S2.8 | DBMS Concepts and Programming in FoxPro           | 4       | ---       | 80                | 20                    | 100                     | 3                        |
| BCA.S2.PR3 | Comp.Lab.3 (Programming in "C")         | ---     | 3         | 50                | ---                   | 50                      | 3                        |
| BCA.S2.PR4 | Comp.Lab.4 (Programming in FoxPro)            | ---     | 3         | 50                | ---                   | 50                      | 3                        |
|          | TOTAL MARKS                                        | 500     |            |                   |                       |                          |                          |
| TOTAL MARKS (SEMESTER 1 + SEMESTER 2)          |                                                  | 1000     |            |                   |                       |                          |
The Course Contains:

Unit I: Language and communication  
- Definition of Language, nature of language  
- Characteristics of Human Language  
- Varieties of English Language: British, American, Indian, Australian etc.  
- English for specific and special purposes.

Communication:  
- Importance of communication;  
- Animal and human communication;  
- Methods of communication (Verbal & Non-Verbal);  
- Barriers of communication.

Unit II: Oral Communication  
- Basic skills of communication  
- Listening to and Understanding-  
  a) Extended natural speech in business situations  
  - Both face to face and on the telephone.  
  b) Understanding standard American, British and Indian accents.  
- Speaking with correct Pronunciation-  
  a) English Consonants  
  b) English Vowels  
- Speaking with right accent

Unit III: Presentation Skills  
1) Planning and preparing to speak  
2) Strategies for making powerful openings in presentations.  
3) Body Language  
4) Voice Modulations

Unit IV:  
- a) Meetings  
- b) Group discussions  
- c) Seminars  
- d) Conference  
- e) Interviews

Suggested Reading:  
1) DEVELOPING COMMUNICATION SKILLS  
   Krishna Mohan and Meera Bajaj  
2) THE STERILING BOOK OF COMMON ERRORS IN ENGLISH  
   Gratian Vass
3) SPOKEN ENGLISH FOR YOU.
R. Radha Krishna Pillai and K Rajeevan

4) INDIAN AND BRITISH ENGLISH- A HANDBOOK OF USAGE AND PRONUNCIATION.
Paroo Nihlani, Ray Tongue and Priya Hosali

5) A COURSE IN PHONETICS AND SPOKEN ENGLISH
Sethi and Dhamija.

6) ENGLISH PRONUNCIING DICTIONARY.
Daniel Jones.

7) MACMILLAN’S FOUNDATION ENGLISH.
R. K. Dwivedi and A. Kumar
1. **Computer System Characteristics And Capability:**
   - Basic structure, ALU, memory, CPU, I/O devices.
   - Development of computers.
   - Classification of computers:
     (Micro, mini frame, super computer, pc, server, workstations)

2. **Data Representation Within Computer:**
   - BIT, BYTE, WORD
   - ASCII, EBCDIC, BCD Code
   - Introduction to Number system: Binary, Octal, Decimal and Hexadecimal.
   - Conversation from one number system to another number system.
   - Introduction to Basic Gates.

3. **Input Devices:**
   - Keyboard
   - Direct Entry: Card readers, scanning devices (BAR CODE, OMR, MICR), Voice input devices, Light pen, Mouse, Touch Screen, Digitizer, Scanner.

4. **Output Devices:**
   - Printers: Impact and Non-impact printers.
   - CRT, LCD, CD-WRITTER, ZIP DRIVE, DVD
   - Introduction to Web Camera, modem

5. **Memory:**
   - RAM, ROM, PROM, EPROM, EEPROM
   - Base memory, extended memory, expanded memory, Cache memory
   - Storage devices Tape, FDD, HDD, CDROM, Pen Drive.

6. **Algorithm & Flowcharts:**
   - Definition and properties
   - Principles of flowcharting
   - Flowcharting symbols
   - Converting algorithms to flowcharts.

7. **Introduction To Programming Environment**
   - History of languages, high-level, Low level, Assembly languages etc.
   - Compilers, Interpreters, Assemblers, Linkers, Loaders.

8. **Microcomputers**
   - What is Microprocessor, Introduction to Family of microprocessor, Ideal microcomputer, An Actual microcomputer, Memory system for microcomputer, Minimum microcomputer configuration.
9. **Voice and Data communication**
   Types of communications, Physical communication, Public Switched Telephone Network, Cellular communication system.

**Reference Books:**
1. FUNDAMENTALS OF COMPUTERS BY V. RAJARAMAN.
2. COMPUTERS AND COMMONSENSE BY R. HUNT AND SHELL Y.
1. **Introduction to Ms-Word:**
   - Starting Word
   - Typing and Saving your Masterpiece, printing
   - Title Bar, Toolbars, The Ruler, Insertion point, Scroll Bars, The Menu bar,
   - The status bar.
   - Dialog Boxes: Command buttons, check boxes, drop-down lists, tabs, radio
   - buttons, Increment buttons.
   - Wizards and Templates.

2. **Basic Text Editing:**
   - Moving around in a document
   - Adding Text
   - Cut, Copy, Paste, Undo, Redo, Delete

3. ** Formatting:**
   - Character formatting
   - Font dialog box
   - paragraph Formatting
   - Keeping text together
   - Adding borders and shading
   - Using tabs, page and section formatting, setting page margins, numbering pages.

4. **Searching and Proofreading Tools:**
   - Find and replace
   - Searching for special character
   - Proofreading tools
   - Choosing custom dictionary
   - Checking Grammar
   - Choosing a writing style
   - Using the Thesaurus

5. **Working with Tables and Columns:**
   - Anatomy of a Table, creating a table, entering text in a table.
   - Using table tools
   - Changing columns widths with Auto fit, Gridlines.
   - Merging Cells
   - Formatting
   - Sorting tables, copying tables, deleting tables.
   - Printing of Documents
   - Mail merge.

6. **Introduction to Ms-Excel:**
   - Spreadsheet overview, Excel highlights, starting excel, creating spreadsheet excel menu
7. Working with Formulas and Functions
   Introduction
   Using basic formulas, advance formulas, designing formulas.
   Using basic and advance functions

8. Formatting:
   Types of formatting
   Using borders, color and patterns
   Conditional format

9. Creating and Formatting Charts:
   Introduction to charts.
   Creating charts, formatting charts, exploring charts.

10. Introduction to Power point.

Reference Books:
   1. TEACH YOURSELF OFFICE 97/2000 FOR WINDOWS BY COREY Sandler, TAM BADGETT, JAN WEINGARTEN (BPB)
   2. MICROSOFT OFFICE 2000 BY COMPLETE (BPB)
   3. MASTERING WORD 2000 BY MANSFIELD (BPB)
   4. ESSENTIAL MS-WORD 2000 B MARmEL (BPB)
   5. TEACH YOURSELF MS-EXCEL 2000 IN 24 HOURS (BPB)
   6. TEACH YOURSELF MS-EXCEL 2000 PROGRAMMING IN 21 DAYS (BPB)
1. Disk Operating System:
   What is DOS, History.
   Files and Directory
   Study of all internal & External commands.
   Types of files.
   Configuration of DOS (config. sys)
   Batch file concept & study of Autoexec.bat file.
   Booting Procedure of DOS

2. Introduction To Windows Operating System:
   What are Windows O.S., History, files and Folders?
   Architecture of windows O.S., Study of windows directories.
   Basics of windows: Desktop, My computer, Recycle bin, my network places, Quick launch tool bar.

3. Windows Explorer
   Opening windows explorer
   Copying, pasting, moving, deleting, send to files
   Controlling and customizing the toolbars
   Using address bar, history list
   Working with files and folders

4. Features of MS-WINDOWS
   GUI, Multitasking, multi-user, network etc.
   Important files of windows and their locations (For e.g. DLL, INI etc.)

5. Windows Accessory
   Calculator
   Character map
   Notepad, WordPad
   Paint
   System tools and minor troubleshooting using different .ini files, Windows registry files.

6. Using Local Networks
   What is network, E-mail?
   Finding computers and files on network
   Sharing and managing files, folders and printers
   Adding and sharing Internet connection

7. Installation of Windows

Reference Books:-
1) MS-Dos 6.22- Russell A Stultz (BPB Publication)
2) Teach yourself Windows 2000 – Brain Underdahl
3) Peter Norton’s Maximizing Windows (Teachmedia)
4) Advanced MS-Dos Programming – Ray Duncan (BPB)
BCA.S1.PR1- COMPUTER LABORATORY – 1
(50 Marks)

PRACTICAL BASED ON DOS & WINDOWS

1. Booting procedure of DOS.
2. Study of various internal and external commands of DOS.
3. Study of various batch fine commands and creation of batch file used in autoexec.
4. Study of redirection and piping concept.
5. Study of Windows O.S.
6. Study of components and accessories of Windows O.S.
7. Study windows Directories, different .ini files & their locations.

BCA.S1.PR2-COMPUTER LABORATORY-2
(50 Marks)

PRACTICAL BASED ON MS-OFFICE 2000

1. At least 15 Practical based on syllabus mentioned in paper no. BCA.S1.3.
Unit I: **Reading**
   a) Reading and understanding business letters, Reports and memos.
   b) Reading and understanding scientific texts.
   c) Reading a dictionary, thesaurus, and encyclopedia.
   d) Reading passages and poems.

Unit II: **Writing**
   a) Letters- Formal and Informal
   b) Note taking and note making
   c) Reports
   d) Curriculum Vitae
   e) Making advertisements for newspapers
   f) Rearranging the jumbled sentences.

Unit III: **Use of Grammar and usage reference sources.**
   a) Morphology: Word formation processes
   b) Word classes
   c) Phrase, Clause and Sentence
   d) Punctuation and Capitalization.
   e) Common errors in the use of English.

Unit IV: **Situational and functional English**

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**Suggested Reading:**

1) **PRACTICAL ENGLISH GRAMMAR**
   Thomson and Martinet

2) **LIVING ENGLISH STRUCTURE**
   W. S. Allen

3) **UNIVERSITY ENGLISH GRAMMAR**
   Quirk et al

4) **MODERN ENGLISH GRAMMAR (AN INTRODUCTION)**
   L. S. Deshpande & P.H. Dharamsi

5) **ENGLISH FOR PRACTICAL PURPOSES**
   Z.N.Patil, B.S.Walke,A.thorat,Z.Merchant

6) **BUSINESS COMMUNICATION**
   Urmila Rai & S.M. Rai
1. **Introduction To C:**
   1.1 The character Set, Constants, Variables and Keywords, Types of constants, Types of variables, keywords, data types.
   1.2 Instructions: Type Declaration Instruction, Arithmetic Instruction

2. **Data Input and Output:**
   2.1 getchar (), putchar (), printf (), scanf (), puts (), gets ()

3. **The Decision Control Structure:**
   3.1 The if Statement
   3.2 The if-else Statement
   3.3 Use of logical operators

4. **The Loop Control Structure:**
   4.1 The while loop, the for Loop
   4.2 The break, continue, go to statement
   4.3 The case control structure: Decisions using switch

5. **Arrays:**
   5.1 What are Arrays?
   5.2 Arrays Initialization
   5.3 Bounds Checking
   5.4 Types of Array
   5.5 Initializing a 2- Dimensional & Multidimensional Arrays

6. **Storage Classes:**
   6.1 Automatic, Register, Static, External (Local and Global)
   6.2 Scope rules

7. **Functions:**
   7.1 Arguments and local variables, Returning Function results, Default return type and Type void, passing values between functions, Declaration of function type.
   7.2 Recursion
   7.3 Function with variable arguments

8. **Character Strings:**
   8.1 What are Strings?
   8.2 Standard library String Functions: strlen (), strcpy (), strcat (), strcmp().

9. **Pointers:**
   9.1 Introduction to Pointers
   9.2 Operations on Pointers
9.3 Pointers and Functions
9.4 Pointers and Arrays.

10. Structures And Unions:
    10.1 Declaring structure, Initializing structures, structure variables, accessing structure Elements.
    10.2 Arrays of structures
    10.3 Structures within structures
    10.4 Introduction to Union.

11. File Input/Output:
    11.1 Introduction, defining and opening a file
    11.2 Study of file I/O Operations: fopen ( ), fclose( ), fputs ( ), fgets ( ), fread ( ), fwrite(), Command line arguments

Reference Books:
1. LET US C BY YASHWANT KANETKAR – BPB PUBLICATIONS
2. PROGRAMMING IN ANSI C BY E. BALGURUSAMY – TATA MCGRAW HILL
3. TURBO C/C++: THE COMPLETE REFERENCE BY H. SCHILDIT
4. PROGRAMMING WITH “BY BYRON GOVTFRED SCEOND EDITION TATA MCGRAW HILL.
1. INTRODUCTION:
   1.1 Definition: Webster’s and Sacristy’s definitions of statistics.
   Importance of statistics. History: Advantages and limitations.
   Scope of statistics: industry, Economy, Computer Science, Social Science etc.,
   Collection of Data.

2. DATA CONDENSATION AND GRAPHICAL METHODS:
   2.1 Raw data, Attributes and Variables, Discrete and Continuous variables.
   2.2 Construction of frequency distribution and cumulative frequency.
   2.3 Graphical representation of frequency distribution: Histogram, frequency polygon
   2.4 Diagrammatic representation: Simple bar, Subdivided bar, pie diagram.

3. MEASURES OF CENTRAL TENDENCY:
   3.1 Concept of central tendency.
   3.2 Arithmetic mean: Definition for ungrouped and grouped data, merits and demerits.
   3.3 Median: Definition formula and computation for ungrouped and grouped data, merits
   and demerits.
   3.4 Mode: Definition, formula and computing for ungrouped and grouped data merits
   and demerits.

4. MEASURES OF DISPERSION:
   4.1 Concept of dispersion and measures of dispersion.
   4.2 Range: definition for ungrouped and grouped data.
   4.3 Standard deviation: Definition for ungrouped and grouped data, Mean Deviation.
   4.4 Variance: Definition for grouped and ungrouped data,
   4.5 Numerical problems.

5. PROBABILITY:
   5.1 Permutation of n dissimilar objects taken r at time (without repetitions)
   5.2 Combination of r objects taken from n objects.
   5.3 Sample space (finite, contrably infinite).
   5.5 Events: types of events.
5.6 Probability: Classical definition.
5.7 Axioms of Probability.
5.8 Theorems on Probability
   i) \(0 \leq P(A) \leq 1\)
   ii) \(P(A) + P(A^c) = 1\)

6. Correlations and Regression
6.1 Definition of correlation and regression, Karl persons for ungrouped data of Correlation.

7. Analysis of Time series:
7.1 Component of time series, measure of trends, moving average and least square.

REFERENE BOOKS:
2. Statistical Methods by S.P. Gupta
3. Business Statistics by S. Shaha
4. Modern Elementary Statistics by J.E. Freund
1. **Introduction**
   What is Data, information, and database. Manual vs. computerized database, what is DBMS?
   Architecture of DBMS, User of DBMS, Database Administration, DBMS facilities, Advantages and disadvantages of DBMS, Data Models.

2. **Introduction To Database & FoxPro:**
   What is Simple and Relational Database, Advantages of using FOXPRO.

3. **Creating Database Structure:**
   Defining structures of database file
   Entering field names
   Saving a database file
   Copying and modifying structures of database files.
   Searching for specified records

4. **Adding Editing And Viewing Data:**
   appended data
   Changing or editing data
   Resizing or changing the order of fields
   Editing multiple records, portioning the window
   Replacing field contents
   Deleting Records
   Moving the record Pointer

5. **Modify Structure, & File Utilities:**
   Modifying structure of a database file
   File Utilities in FoxPro

6. **Sorting And Indexing Database Files**
   Sorting
   Type of Indexes (Single, Compound, Structural Compound, Compact)
   Indexing Command
   Understanding Expressions
   Selecting and Controlling Index Files
   Finding information with FIND AND SEEK

7. **Generating Reports:**
   Designing the report forms
   Page Layout
   Page Preview
   Layout Tools
   Tiles / Summary
   Data Grouping
8. Memory Variables, Date & Time Functions

Memory variables
Array
Time & Date functions and commands
Date Arithmetic

9. Programming With Foxpro:
Introduction to foxpro programs.
Accept and Input.
Creating program files.
Looping statements
Editing a Program files
Making Decisions

10. Multiple Database File:
Concept
Opening multiple database files
Linking Database with SET RELATION
Updating information

11. Windows, Menus and Popups
Define, Activate, Deactivate and Hide.

Reference Books:

1. FOXPRO 2.5 MADE SIMPLE FOR DOS & WINDOWS BY R.K.TAXLI (BPB)
2. PROGRAMMING GUIDE TO FOXPRO 2.5 HOWARD DICKER, BPB PUBLICATIONS.
3. MASTERING FOXPRO 2.5 & 2.6 (SPECIAL EDN.) – BPB
4. PROGRAMMERS GUIDE TO FOXPRO 2.5/2.6 (W/D) - BPB
5. PROGRAMMERS GUIDE TO FOXPRO (THIRD EDITION) BY ABRAHAM SILBERSCHATZ, HENRY
   KORTH, S. SUDARSHAN (MCGRAW HILL)
**BCA.S2.PR3 - COMPUTER LABORATORY – 3**

(50 Marks)

1. At least 15 Practical based on syllabus mentioned in paper no. BCA.S2.6.

**BCA.S2.PR4-COMPUTER LABORATORY-4**

(50 Marks)

1. At least 15 Practical based on syllabus mentioned in paper no. BCA.S2.8.
SYSC 5.1 Skills, knowledge and expertise. SYSC 5.2 SYSC 5 Annex 1 [deleted].
FEES 4 Annex 4 Periodic fees in relation to collective investment schemes, AIFs marketed in the UK, small registered UK AIFMs and money market funds payable for the period 1 April 2019 to 31 March 2020. FEES 4 Annex 5 Periodic fees for designated professional bodies: tariff base, valuation date and tariff rates. FEES 4 Annex 6 Periodic fees for recognised investment exchanges, and recognised auction platforms payable in relation to the period 1 April 2016 to 31 March 2017. FEES 4 Annex 10 Periodic fees for MTF operators payable in relation to the period 1 April 2019 to 31 March 2020. The benefit of effective communications 1.1 Effective communications can help improve consumer choice and decision-making: first, by providing information about products and services in a manner that is both engaging and comprehensible; and second, by providing information at the appropriate time and through appropriate channels. Information alone is not sufficient to empower consumers to make informed choices as different people engage with information in different ways. Low levels of financial literacy The UK Government’s research has found that one adult in seven has the literacy skills that are expected of a child of 11 or below. Furthermore, just under half of UK adults have a numeracy attainment age of 11 or below. What Are Communication Skills? Before we dive in deeper and get to the importance of effective communication in the workplace, we need to understand the basics. The Conference Board of Canada, an independent research organization, came up with their Employability Skills 2000+, a guide on the most important employability skills. In it, they list communication as the most fundamental skill needed as a basis for further development. Communication skills include: Absorbing, sharing, and understanding information presented.
1. The Types of Business Communication.

Reference Books:
1. Communication Skills: Dr. Rao & Dr. Das - Himalaya Publishing House
4. Developing Communication Skills: Mohan Banerjee, Macmillan, India
6. Writing - A Practical approach to Business & technical communication

6. Communication Skills for: Dr. Anjali Ghanekar, Everest Publishing

BCA-242 Advanced Web Designing (HTML, JavaScript, ASP)

1. Complete assignment of BCA 1st Semester session 2009
And the Center Code is 02005 Assignment - 1 & 2 Note: For opening file used only MS OFFICE 2007 or Upgrade Version

Documents Similar To Communication Skills (BCA Semester 1) Assignment 1 & 2

Carousel Previous Carousel Next


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Detailed information for: FCA/S1.1.2.2. This page contains technical data sheet, documents library and links to offering related to this product. If you require any other information, please contact us using form located at the bottom of the page.

FCA/S1.1.2.2. Product ID: 2CDG110194R0011.