|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subject Name:** | | | | | | | Professional Communication & Career Skill-II | | | | | | | | | | | | | | | | | | | **Subject Code:** | | | | | | | | | TMC 207 | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |
| **Course Name:** | | | | | | | Master of Computer Applications (MCA) | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | |  | | | | |
| **1** | **Contact Hours:** | | | | | | | | | 45 | | |  | | | | | | | | | | | | | | **L** | | 1 | | | **T** | | |  | **P** |  |
|  |  | | | | | | | | |  | | |  | | | | | | | | | | | | | |  | |  | | |  | |  | |  |  |
| **2** | **Examination Duration(Hrs):** | | | | | | | | | | | | | | |  | **Theory** | | | 0 | 1 |  | **Practical** | | | | | 0 | | 0 | |  | | | | | |
|  |  | | | | | | | | | | | | | | |  |  | | |  |  |  |  | | | | |  | |  | |  | | | | | |
| **3** | **Relative Weightage:** | | | | | | | | | |  | | | | **CWE** | | | | 25 | **MTE:** | | | 25 | | **ETE:** | | | | 50 | | | |  | | | | |
|  |  | | | | | | | | | |  | | | |  | | |  | |  | | |  | |  | | | |  | | | |  | | | | |
| **4** | **Credits:** | | | | | 0 | | 1 | |  | | | | | | | |  | |  | | |  | |  | | | |  | | | |  | | | | |
|  |  | | | | |  | |  | |  | | | | | | | |  | |  | | |  | |  | | | |  | | | |  | | | | |
| **5** | **Pre-Requisite:** | | | | | | | | | Professional Communication I | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **6** | **Subject Area:** | | | | | | | | | Professional Communication. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **7** | **Objective:** | | | | | | | | To enhance the personality and the communication skills of the students | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **8** | **Course Outcome:** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | A student who successfully fulfills the course requirements will be able to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | CO 1. Apply the properties of numbers and the other concepts to solve different problems on number theory.  CO 2. Apply the concepts of Ratio and Proportion to solve the different types of questions in mixtures and solutions.  CO 3. Analyze the relation between speed, distance and time to effectively solve the problems of relative speed, boats and streams and trains. Understand the concept of Permutation, Combination and Probability to apply and practice the different types of questions.  CO 4. Demonstrate the ability to critically assess the statements & and draw inferences after critical analysis and evaluation of the text.  CO 5. Demonstrate a literal, inferential and evaluative comprehension of readings, through identification and analysis of main ideas and supporting details both implied and inferred. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **9** | | **Details of the Course:** | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Unit No.** | | | | **CONTENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | **CONTACT HOURS** | | | | | | |
| **1** | | | | Classification of numbers, rules of divisibility, properties of remainders, LCM-HCF and their applications, concept of the last digit, concept of alpha numerals. Practice of questions based on number system concepts.  Concept of percentage and percentage equivalent of fractions, multiplication factor, importance and understanding of the base in calculations, concept and application of the successive percentage change rule.  **Concept of profit, loss and discount and its application. Understanding and practice of questions based on addition of impurity and unequal quantity buying and selling concept.** | | | | | | | | | | | | | | | | | | | | | | | | | | | 10 | | | | | | |
| **2** | | | | Concept and understanding of simple and compound interest and their difference, understanding CI as an application of the successive percentage change rule, concept of effective rate of interest and practice of all the types of problems in SI and CI.  Concept and understanding of average, weighted average and its application. Practice of problem based on age related concepts.  Concept of ratio proportion and its application. Concept, understanding and practice of mixtures and solutions including alligation and replacement of part of a solution. | | | | | | | | | | | | | | | | | | | | | | | | | | | 9 | | | | | | |
| **3** | | | | Concepts of time, speed and distance, understanding the direct and inverse relations in the topic, average speed and its application. Understanding the concept and application of relative speed and practice of problems based on trains and boats and streams.  Concepts of time and work and its application based problems using the LCM method for individual efficiencies and practice of problems based on group efficiencies.  Concept, understanding and practice of questions based on permutation and combination, difference in the approach for different things and identical things.  Concept, understanding and practice of questions based on probability.  Understanding the concept of set theory, clocks, calendar, logarithms, mensuration, basic algebra and practice of various types of questions based on the applications. | | | | | | | | | | | | | | | | | | | | | | | | | | | 11 | | | | | | |
| **4** | | | | **Applied Grammar and Verbal Reasoning:** Parallel construction. Pronoun and Antecedant based errors  Introduction to Parajumbles, techniques to solve, types of questions and practice of parajumble questions. (Include 4 statement parajumbles and 6 statement parajumbles).  Introduction to critical reasoning using statement assumption, statement conclusion, strengthen, weaken and drawing inference. | | | | | | | | | | | | | | | | | | | | | | | | | | | 9 | | | | | | |
| **5** | | | | **Reading Skills:**  1. Practice of Advanced Level Reading Comprehension with respect to  a) central idea,  b) tone and  c) types.  2. Resume Writing and Mock Interview Practice | | | | | | | | | | | | | | | | | | | | | | | | | | | 6 | | | | | | |
|  | | | | **TOTAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | **45** | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **10** | | **Suggested Books:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| **Sl. NO.** | | | **NAME OF AUTHORS/BOOKS/PUBLISHERS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **YEAR OF PUBLICATION** | | | | | |
| **1** | | | Advanced Technical communication by Malti Agarwal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2011 | | | | | |
| **2** | | | Business Communication by Galgotia Publishers. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2011 | | | | | |
| **3** | | | Technical Communication by Rizvi. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2011 | | | | | |