MCA COURSE OUTLINE 2024

1. Functional Grammar (Tenses, S-V agreement, Prepositions, Phrasal Verbs, Transformations etc.)
2. Technical Communication (Theory, Barriers, Models etc.)
3. Organisational Communication (Memo, Notice, Minutes, Reports etc)
4. Business Communication (Letters, Emails, Text messages)
5. Job Applications, Cover Letters, Statements of Purpose/Personal Statements
6. CVs, Professional Profiles, Portfolios
7. Comprehension (Listening & Written), Precis, Summary
8. SWOT Analysis
9. Non-Verbal Communication (KOPPACT etc.)
10. Group Discussions (Theory & Practice Sessions)
11. Public Speaking (Prepared & Extempore)
12. Business Presentations (PPTs)
13. Interview Preparations