

Subject Name: Professional Communication & Career Skill-I **Subject Code:** TMC 106

Course Name: Master of Computer Applications (MCA)

1 Contact Hours: 45 **L** 2 **T** 0 **P** 0

2 Examination Duration(Hrs): **Theory** 0 3 **Practical** 0 0

3 Relative Weightage: **CWE:** 25 **MTE:** 25 **ETE:** 50

4 Credits: 0 2

5 Semester: ☐ * ☐ ☐
 Autumn Spring Both

6 Pre-Requisite: Basics of English grammar.

7 Subject Area: Professional Communication

8 Objective: To enhance the personality and the communication skills of the students

9 Course Outcome: A student who successfully fulfills the course requirements will be able to

CO 1 Apply logic to the different types of arrangement based questions and arrive at solutions to deterministic and non deterministic question sets.

CO 2 Apply the concept of blood relations and learn to draw a family tree using the different notations.

CO 3 Solve the different types of questions based on orientation of direction and understanding of distances and turns. Learn to construct a Venn diagram using multiple statements and arrive at conclusions or possibilities based on logic.

CO 4 Comprehend different types of data sets used in Data Interpretation and use quick calculation techniques for solving different types of questions.

CO 5 Discern an understanding of grammatical structures using the Concept of Subject Verb Agreement, Pronouns and conditionals in conversations and discussions including academic discourse settings.

CO 6 Discern an understanding of grammatical structures and apply vocabulary building strategies to enrich his repository of words and determine word meaning by analyzing the textual content.

10 Details of the Course:

Unit No.	CONTENT	CONTACT HOURS
1	Introduction to reasoning, basic concepts and practice of deterministic and non deterministic arrangement based questions (linear, vertical, circular and rectangular). Concepts and understanding of deterministic and non deterministic tabular or grid based questions including understanding of variables and their entries in	11

	<p>the solution table. Practice of tabular or grid based question sets.</p> <p>Blood relation concepts including basic introduction, making a family tree, standard notations and names for gender and relations. Discussion of different types of questions asked in blood relations, their solutions and practice.</p> <p>Concepts and practice of grouping/team formation or condition based questions including the understanding and application of different conditions used in grouping sets.</p>	
2	<p>Basic concept and understanding of directions including the orientation of the 4 basic directions of east, west, north and south. Understanding turns of different degrees towards right, left, clockwise and anticlockwise.</p> <p>Basic concept of coding-decoding using alphabets, digits, words and their combinations. Understanding and practice of different questions in coding decoding.</p> <p>Basic concept of series completion using numbers, alphabets, and their combinations thereof. Understanding of different types of series (based on differences, based on products, based on exponentials). Practice of different questions in coding decoding.</p> <p>Understanding the concepts of Syllogism using venn diagram, types of problems in syllogism (2 statements, 3 statements and 6 statement problems).</p>	11
3	<p>Understanding the concept of cubes, types of questions asked and their standard solution. Mathematical reasoning including puzzle based questions based on weight, conditions, possibilities and logic.</p> <p>Introduction to Data Interpretation (DI), understanding different methods of data representation including tabular, bar graph, pie chart, line graph and caselet. Techniques of quick arithmetic calculations, concepts of percentage as applicable in DI, growth and growth rate and practice of various DI sets.</p>	8
4	<p>Applied Grammar & Usage</p> <p>a. Subject Verb Agreement</p> <p>b. Conditionals</p> <p>c. Parallel Construction</p> <p>d. Tenses</p>	10
5	<p>Sentence Completion:</p> <p>Application of Vocabulary (Pure and Contextual)</p>	5
	TOTAL	45

11 Suggested Books:

Sl. NO.	NAME OF AUTHERS/BOOKS/PUBLISHERS	YEAR OF PUBLICATION
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1	Wren and Martin's English Grammar	2011
2	R.S Aggarwal's Objective General English	2011
3	Arihant Publications ' English Grammar	2011