

## **Practical:**

### **BCA-107 : Office Management Tools Lab**

Practical Lab Exercises based on Theory Paper BCA 101.

### **BCA-108 : C Programming Lab**

Practical Lab Exercises based on Theory Paper BCA 104.

### **BCA-109 : WebApplication Development Lab**

Practical Lab Exercises based on Theory Paper BCA 105.

### **BCA-110 : Communication and Soft Skills Lab**

Practical Lab : Examination : Practical Examination

#### **Contents:**

1. **Communication** :Objectives & Process of Communication, Essential components of the Process of Communication, Importance and Objectives of Communication. Differences between general and technical communication. Types of Communication (Extrapersonal, Intrapersonal, Interpersonal, Organisational & Mass communications).
2. **Verbal & Non-verbal Communication** :Listening, Spoken, Reading and Writing. Verbal and Non-verbal Communication. Intra, inter-personal and group communication skills. Gestures, postures, Proxemics, Kinesics. Listening to Lectures, Discussions, Talk Shows, News Programs.
3. **Writing Skills** :Formal & Informal writings, report writing, creative writing, Composition, Resume Writing, Cover letters, Business Letter Writing, Persuasive Letters, Job Applications and Official Correspondence, E-Mail etiquette, Precise writing.
4. **Presentation Skills** :Elements of effective presentation, structure of presentation, external factors and content, Seminar, Speeches, Lectures, Interviews, Mock Interviews.
5. **Group Discussion** : Structure of GD, Moderator led and other GDs, Strategies in GD, Team work body language, Mock GD, Problem solving, Reflective thinking, Critical thinking, Negotiation skills.
6. **Career Skills** : Goal setting, Work ethics, Problem solving skills, Active listening, Dressing etiquette and office etiquettes, SWOT Analysis, IQ, EQ and SQ, Art of giving feedback, Decision making, Time Management, Team Management and Leadership Skills, Habits of successful people.

  
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