

**CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT**  
THREE YEARS BACHELOR OF COMPUTER APPLICATION PROGRAMME

**COURSE CONTENT** (w.e.f. August 2011)

**SEMESTER I**

<b>COURSE CODE</b>	<b>COURSE NAME</b>
BCA-101	Mathematics –I (MATHS)
BCA-102	Programming Principle & Algorithm (PPA)
BCA-103	Computer Fundamental & Office Automation (CFOA)
BCA-104	Principle of Management (POM)
BCA-105	Business Communication (BC)
BCA-106P	Computer Laboratory and Practical Work of Office Automation
BCA-107P	Computer Laboratory & Practical Work of C Programming
<b>QUALIFYING PAPER</b>	
008	Environmental Studies (EVS)

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COURSE CONTENT FOR SEMESTER – I

**BCA-101 MATHEMATICS -I**

**Unit – I DETERMINANTS**

Definition, Minors, Cofactors, Properties of Determinants  
MATRICES: Definition, Types of Matrices, Addition, Subtraction, Scalar Multiplication and Multiplication of Matrices, Adjoint, Inverse, Cramers Rule, Rank of Matrix Dependence of Vectors, Eigen Vectors of a Matrix, Cayley-Hamilton Theorem (without proof)

**Unit – II LIMITS & CONTINUITY:**

Limit at a Point, Properties of Limit, Computation of Limits of  
Various Types of Functions, Continuity at a Point, Continuity

**Unit – II DIFFERENTIATION:** Derivative, Derivatives of Sum, Difference, Product & Quotient, Chain Rule, Derivatives of Composite Functions, Logarithmic Differentiation, Rolle's Theorem, Mean Value Theorem, Expansion of Functions (Maclaurin's & Taylor's), Indeterminate Forms, L' Hospitals Rule, Maxima & Minima, Curve Tracing, Successive Differentiation & Liebnitz Theorem.

**Unit – IV INTEGRATION:**

Integral as Limit of Sum, Fundamental Theorem of Calculus (without proof.), Indefinite Integrals, Methods of Integration Substitution, By Parts, Partial Fractions, Reduction Formulae for Trigonometric Functions, Gamma and Beta Functions(definition).

**Unit – V VECTOR ALGEBRA:**

Definition of a vector in 2 and 3 Dimensions; Double and Triple Scalar and Vector Product and physical interpretation of area and volume.

**Referential Books:**

1. .S. Grewal, "Elementary Engineering Mathematics", 34th Ed., 1998.
2. Shanti Narayan, "Integral Calculus", S. Chand & Company, 1999
3. H.K. Dass, "Advanced Engineering Mathematics", S. Chand & Company, 9th Revised Edition, 2001.
4. Shanti Narayan, "Differential Calculus", S.Chand & Company, 1998.

## BCA-102 PROGRAMMING PRINCIPLE & ALGORITHM

Unit – I	Introduction to ‘C’ Language Fundamentals	History, Structures of ‘C’ Programming, Function as building blocks.
Unit – II	Operators Build in Operators and function Control structures	Character set, C Tokens, Keywords, Identifiers, Variables, Constant, Data Types, Comments. Types of operators, Precedence and Associativity, Expression, Statement and types of statements Console based I/O and related built in I/O function: printf(), scanf(), getch(), getchar(), putchar(); Concept of header files, Preprocessor directives: #include, #define.
Unit – III		Decision making structures: If, If-else, Nested If-else, Switch; Loop Control structures: While, Dowhile, for, Nested for loop; Other statements: break, continue, goto, exit.
Unit – IV	Introduction to problem solving	Concept: problem solving, Problem solving techniques (Trail & Error, Brain Stroming, Divide & Conquer) Steps in problem solving (Define Problem, Analyze Problem, Explore Solution)
Unit – V	Simple Arithmetic Problems	Algorithms and Flowcharts (Definitions, Symbols), Characteristics of an algorithm Conditionals in pseudo-code, Loops in pseudo code Time complexity: Big-Oh notation, efficiency Simple Examples: Algorithms and flowcharts (Real Life Examples) Addition / Multiplication of integers, Determining if a number is +ve / -ve / even / odd, Maximum of 2 numbers, 3 numbers, Sum of first n numbers, given n numbers, Integer division, Digit reversing, Table generation for n, ab, Factorial, sine series, cosine series, nCr , Pascal Triangle, Prime number, Factors of a number, Other problems such as Perfect number, GCD numbers etc (Write algorithms and draw flowchart), Swapping
Unit-VI	Functions	Basic types of function, Declaration and definition, Function call, Types of function, Parameter passing, Call by value, Call by reference, Scope of variable, Storage classes, Recursion.

### Referential Books:

1. Let us C-Yashwant Kanetkar.
2. Programming in C-Balguruswamy
3. The C programming Lang., Pearson Ecl - Dennis Ritchie
4. Structured programming approach using C- Forouzah & Ceilber Thomson learning publication.
5. Pointers in C - Yashwant Kanetkar
6. How to solve it by Computer - R.G. Dromy
7. Peter Norton’s Introduction to Computers - Tata MGHill

Unit – I	Introduction to Computers	Introduction, Characteristics of Computers, Block diagram of computer. Types of computers and features, Mini Computers, Micro Computers, Mainframe Computers, Super Computers.
		Types of Programming Languages (Machine Languages, Assembly Languages, High Level Languages).
		Data Organization, Drives, Files, Directories.
		\Types of Memory (Primary And Secondary) RAM, ROM, PROM, EPROM. Secondary Storage Devices (FD, CD, HD, Pen drive)
		I/O Devices (Scanners, Plotters, LCD, Plasma Display) Number Systems
Unit – II	Algorithm and Flowcharts	Introduction to Binary, Octal, Hexadecimal system Conversion, Simple Addition, Subtraction, Multiplication Algorithm: Definition, Characteristics, Advantages and disadvantages, Examples Flowchart: Definition, Define symbols of flowchart, Advantages and disadvantages, Examples
Unit – III	Operating System	Dos - History, Files and Directories, Internal and External Commands, Batch Files, Types of O.S.
Unit – IV	and Services in O.S. Windows Operating Environment	Windows of O.S. Control Panel, Taskbar, Desktop, Windows Application, Icons, Windows Accessories, Notepad, Paintbrush.
Unit – V	Editors and Word Processors	Basic Concepts, Examples: MS-Word, Introduction to desktop publishing.
Unit – VI	Spreadsheets and Database packages	Purpose, usage, command, MS-Excel, Creation of files in MS-Access, Switching between application, MS-PowerPoint.

**Referential Books:**

1. Fundamental of Computers - By V.Rajaraman B.P.B. Publications
2. Fundamental of Computers - By P.K. Sinha
3. Computer Today- By Suresh Basandra
4. Unix Concepts and Application - By Sumitabha Das
5. MS-Office 2000(For Windows) - By Steve Sagman
6. Computer Networks - By Tennenbaum Tata MacGrow Hill Publication

## BCA-104 PRINCIPLE OF MANAGEMENT

Unit – I	Nature of Management: Management as Art, Science & Profession- Management as social System Concepts of management-Administration-Organization, Management Skills, Levels of Management.
Unit – II	Evolution of Management & Peter Drucker to the management thought. Business Ethics & Social Thought: Responsibility: Concept, Shift to Ethics, Tools of Ethics.
Unit- III	Functions of Management: Planning - Meaning- Need & Importance, types, Process of Planning, Barriers to Effective Part-I Planning, levels - advantages & limitations. Forecasting- Need & Techniques Decision making-Types - Process of rational decision making & techniques of decision making Organizing - Elements of organizing & processes: Types of organizations, Delegation of authority - Need, difficulties Delegation - Decentralization Staffing - Meaning & Importance Direction - Nature - Principles Communication - Types & Importance
Unit- IV	Functions of Management: Leadership - Meaning -styles, qualities & function of leader Part-II Controlling - Need, Nature, importance, Process & Techniques, Total Quality Management Coordination - Need - Importance
Unit – V	Management of Change: Models for Change, Force for Change, Need for Change, Alternative Change Techniques, New Trends in Organization Change, Stress Management.
Unit – VI	: Strategic Management Definition, Classes of Decisions, Levels of Decision, Strategy, Role of different Strategist, Relevance of Strategic Management and its Benefits, Strategic Management in India

### Referential Books :

1. Essential of Management - Horold Koontz and Iteinz Weibrich- McGrawhills International
2. Management Theory & Practice - J.N.Chandan
3. Essential of Business Administration - K.Aswathapa, Himalaya Publishing House
4. Principles & practice of management - Dr. L.M.Parasad, Sultan Chand & Sons - New Delhi
5. Business Organization & Management - Dr. Y.K.Bhushan
6. Management: Concept and Strategies By J.S. Chandan, Vikas Publishing
7. Principles of Management, By Tripathi, Reddy Tata McGraw Hill
8. Business organization and Management by Talloo by Tata McGraw Hill
9. Business Environment and Policy - A book on Strategic Management/ Corporate Planning By Francis Cherunilam Himalaya Publishing House 2001 Edition

## BCA-105 BUSINESS COMMUNICATION

Unit – I	Means of Communication: Importance	Meaning and Definition - Process - Essentials of good communication barriers, 7C's of Communication	- Functions	- Objectives -	-Communication
Unit – II	Types of Communication: Oral Communication: Conference	Meaning, nature and scope - Principle of effective oral communication (Face-to-face conversation - Teleconferences - Press	- Media of oral communication - Demonstration - Radio Recording - Dictaphone - Meetings - Rumour - Demonstration and Dramatisation - Public address system - Grapevine - Group Discussion - Oral report - Closed circuit TV). The art of listening - Principles of good listening.	-	
Unit – III	Written Communication	Purpose of writing, Clarity in Writing, Principle of Effective writing, Writing Techniques, Electronic Writing Process			
Unit – IV	Business Letters & Reports:	Need and functions of business letters - Planning & layout of business letter - Kinds of business letters - Essentials of effective correspondence, Purpose, Kind and Objective of Reports, Writing Reports.			
Unit – V	Drafting of business letters: Information	Enquiries and replies - Placing and fulfilling orders and follow-up Sales letters - Circular letters Application for employment and resume	- Complaints		
Unit – VI	Technology for Communication: Topics Prescribed for workshop/skill	Word Processor- Telex - Facsimile(Fax) - E-mail- Voice mail – Internet - Multimedia - Teleconferencing - Mobile Phone Conversation - Video Conferencing -SMS - Telephone Answering Machine Advantages and limitations of these types. Group Discussion, Mock Interview, Decision Making in a Group lab	-		

### Referential Books

- 1) Business Communication - K.K.Sinha - Galgotia Publishing Company, New Delhi.
- 2) Media and Communication Management - C.S. Rayudu - Hikalaya Publishing House, Bombay.
- 3) Essentials of Business Communication - Rajendra Pal and J.S. Korlhalli- Sultan Chand & Sons, New Delhi.
- 4) Business Communication (Principles, Methods and Techniques) Nirmal Singh – Deep & Deep Publications Pvt. Ltd., New Delhi.
- 5) Business Communication - Dr.S.V.Kadvekar, Prin.Dr.C.N.Rawal and Prof.Ravindra Kothavade-Diamond Publications, Pune.
- 6) Business Correspondence and Report Writing - R.C. Sharma, Krishna Mohan – Tata McGraw-
- 7) Communicate to Win - Richard Denny - Kogan Page India Privat Limited, New Delhi.
- 8) Modern Business Correspondence - L.Gartside - The English Language Book Society and Macdonald and Evans Ltd.
- 9) Business Communication - M.Balasubrahmanyam -Vani Education Books. 10) Creating a Successful CV - Simon Howard – Dorling Kidersley.

### 106P Computer Laboratory And Practical Work Of Office Automation

Practical will be based on Paper Office Automation: Covers UNIT-III, UNIT-IV, UNIT-V, UNIT-VI of Syllabus

### 107P Computer Laboratory and Practical Work of Programming Principle & Algorithm

Practical will be based on Paper Programming Principle & Algorithm: Covers UNIT-III, UNIT-IV, UNIT-V, UNIT-VI of Syllabus

## QUALIFYING PAPER

### ENVIRONMENTAL STUDIES (CODE-008)

#### UNIT-1: THE MULTIDISCIPLINARY NATURE OF ENVIRONMENTAL STUDIES Definition, Scope and Importance, Need for Public Awareness.

#### UNIT-2: NATURAL RESOURCES

    v Renewable and Non-renewable Resources:

Natural resources and associated problems: -

- a) FOREST RESOURCES: use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
- b) WATER RESOURCES: use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
- c) MINERAL RESOURCES: use and exploitation, environmental effects of extracting and using mineral resources, case studies.
- d) FOOD RESOURCES: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.
- e) ENERGY RESOURCES: Growing energy needs, renewable and nonrenewable energy sources, use of alternate energy sources, case studies
- f) LAND RESOURCES: Land as a resource, land degradation, man induced landslides, soil erosion and desertification.

    v Role of an individual in conservation of natural resources.

        Equitable use of resources for sustainable lifestyles

#### UNIT-3: ECOSYSTEMS

- v Concept of an ecosystem
- v Structure and function of an ecosystem
- v Producers, consumers and decomposers
- v Energy flow in the ecosystem
- v Ecological succession

- ✓
  - ✓ Food chains, food webs and ecological pyramids
  - ✓ Introduction, types, characteristic features, structure and function of the following ecosystem: -
    - a) Forest ecosystem
    - b) Grassland ecosystem
    - c) Desert ecosystem
    - d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

#### UNIT-4: BIODIVERSITY AND ITS CONSERVATION

- ✓
  - ✓ Introduction – Definition: genetic, species and ecosystem diversity.
  - ✓ Biogeographical classification of India
  - ✓ Value of biodiversity: Consumptive use, productive use, social, ethical, and aesthetic and option values.
  - ✓ Biodiversity at global, National and local levels.
  - ✓ India as a mega-diversity nation
  - ✓ Hot-spots of biodiversity.
  - ✓ Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts.
  - ✓ Endangered and endemic species of India
  - ✓ Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

#### UNIT-5: ENVIRONMENTAL POLLUTION

##### DEFINITION:

- ✓
  - Causes, effects and control measures of: -
    - a) Air pollution
    - b) Water pollution
    - c) Soil pollution
    - d) Marine pollution
    - e) Noise pollution
    - f) Thermal pollution
    - g) Nuclear pollution
- ✓
  - Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
  - Role of an individual in prevention of pollution
  - Pollution case studies
  - Disaster Management: Floods, earthquake, cyclone and landslides.

#### UNIT-6: SOCIAL ISSUES AND THE ENVIRONMENT

- ✓
  - ✓ From Unsustainable to Sustainable development
  - ✓ Urban problems related to energy.
  - Water conservation, rain water harvesting, watershed management
- ✓ Resettlement and rehabilitation of people; its problems and concerns. Case Studies

- ✓ Environmental Ethics: Issues and possible solutions.
  - ✓ Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case Studies.
  - ✓ Wasteland reclamation.
  - ✓ Consumerism and waste products
  - ✓ Environment Protection Act.
  - ✓ Air (Prevention and Control of Pollution) Act
  - ✓ Water (Prevention and Control of Pollution) Act
  - ✓ Wildlife Protection Act
  - ✓ Forest Conservation Act
  - ✓ Issues involved in enforcement of environmental legislation
  - ✓ Public awareness

#### UNIT-7: HUMAN POPULATION AND THE ENVIRONMENT

- ✓ Population growth, variation among nations.
- ✓ Population explosion: Family Welfare Programme.
- ✓ Environment and human health
- ✓ Human Rights
- ✓ Value Education
- ✓ Women and Child Welfare
- ✓ Role of Information Technology in Environment and human health
- ✓ Case Studies

#### UNIT-8: FIELD WORK

- ✓ Visit to a local area to document environmental assets-river / forest / grassland / hill / mountain.
- ✓ Visit to a local polluted site – Urban / Rural / Industrial / Agricultural
- ✓ Study of common plants, insects, birds.
- ✓ Study of simple ecosystems-pond, river, hill slopes, etc. (Field work Equal to 5 lecture hours).

