



SARVAJANIK UNIVERSITY
Sarvajani College of Engineering and Technology
Master of Computer Applications



Integrated MCA I Semester 1

Subject Name: Communication Skills

Subject Code: IMCA10101

Type of course: Humanities and Social Science including Management

Prerequisite (if any):

- Communication and Soft Skills

List of Courses where this course will be prerequisite:

- In English Proficiency Tests like IELTS, PTE, GRE-TOEFL for studying abroad

Rationale: The rationale of the curriculum is to make students aware about the significance of communication skills in their professional and technical arena. It equips individuals with the tools they need to express themselves confidently, connect with others authentically, and navigate the complexities of the modern world.

Teaching and Examination Scheme:

TEACHING SCHEME				Theory Marks		Practical Marks		Total
L	T	P	C	TEE	CAT	TEP	CAP	
1	0	0	1	60	40	-	-	100

CAT: Continuous Assessment Theory comprised of CA1 and CA2 **CA1:** Continuous Assessment (assignments/projects/open book tests/closed book tests **CA2:** Sincerity in attending classes/class tests/ timely submissions of assignments/self-learning attitude/solving advanced problems **TEE:** Term End Examination **TEP:** Term End Practical Exam (Performance and viva on practical skills learned in course) **CAP:** Regular submission of Lab work/Quality of work submitted/Active participation in lab sessions/viva on practical skills learned in course





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Content: (Theory)

Sr. No.	Content	Teaching Hrs.	Module Weightage
1	Technical Communication <ul style="list-style-type: none">• The Process of Communication• The flow of Communication• Barriers of Communication	03	20%
2	Listening & Reading Aptitude <ul style="list-style-type: none">• Difference between Hearing & Listening• Traits of a Good Listener• Reading Strategies	02	10%
3	Communication for Career-Building <ul style="list-style-type: none">• Resume & CV, Cover Letter & Letter of Recommendation• Group Discussion• Interview Skills• Negotiation Skills	03	25%
4	Effective Presentation Skills <ul style="list-style-type: none">• Content organization• Analyzing audience & locale• Kinesics• Proxemics	02	13%
5	Etiquettes <ul style="list-style-type: none">• Respecting Privacy• Time Management	02	12%
6	Technical Writing <ul style="list-style-type: none">• Business Letters & E-mail• Report Writing• Statement of Purpose• Technical Proposal• Notice, Agenda, Minutes	03	20%

Suggested Specification table with Marks (Theory):





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Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
30	40	30	0	0	0

**Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate
C: Create and above Levels (Revised Bloom's Taxonomy)**

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Reference Books:

Sr. no.	Title of book /article	Author(s)	Publisher and details like ISBN	Year of publication	Publication Edition
1	Technical Communication	Raman M. & Sharma S.	New Delhi: Oxford University Press	2017	2 nd Edition
2	Communication Skills	Popat P. and Kotadia K.	New Delhi: Pearson Publication.	2016	3 rd impression
3	Effective Technical Communication	Popat P. and Kotadia K.	New Delhi: Pearson India Education Services Pvt Ltd.	2020	1 st Edition
4	Business Communication Strategies	Monippally M.	New Delhi: Tata McGraw-Hill Education Pvt. Ltd.	2012	-





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Course Outcomes:

Sr. No.	CO Statement	Marks % weightage
	After learning this subject, students will be able to	
CO-1	Identify the common barriers of communication and thereby develop competence in professional as well as intercultural communication	20%
CO-2	Employ active listening and profound reading skills	10%
CO-3	Demonstrate professional writing and speaking skills to succeed in their career	25%
CO-4	Define the aptitude required to deliver effective presentations with confidence and impact	13%
CO-5	Synthesize formal etiquettes in the business environment	12%
CO-6	Produce technical documents of professional caliber	20%

Mapping with POs:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PO13
CO-1	0	0	0	0	0	0	3	3	3	3	3	3	3
CO-2	0	0	0	0	0	0	2	3	3	2	3	2	3
CO-3	0	0	0	0	0	0	2	3	3	3	3	3	3
CO-4	0	0	0	0	0	0	3	3	3	2	3	3	3
CO-5	0	0	0	0	0	0	3	3	3	3	3	2	3
CO-6	0	0	0	0	0	0	3	3	3	1	3	3	3
Rationale*													

Rationale*: Explaining why it is matching this particular program outcome





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Subject Name: Communication Skills - Practical

Subject Code: IMCA10102

Type of course: Humanities and Social Science including Management

Prerequisite (if any):

- Communication and Soft Skills

List of Courses where this course will be prerequisite:

- In English Proficiency Tests like IELTS, PTE, GRE-TOEFL for studying abroad

Rationale: The rationale of the curriculum is to make students aware about the significance of communication skills in their professional and technical arena. It equips individuals with the tools they need to express themselves confidently, connect with others authentically, and navigate the complexities of the modern world.

Teaching and Examination Scheme:

TEACHING SCHEME				Theory Marks		Practical Marks		Total
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0	0	2	1	-	-	30	20	50

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