

Proposed Syllabus by C.S.J.M.University, Kanpur.

Bachelors of Computer Application

Course Code	Course Name	L	T	P	C
BCA-S101T	Computer Fundamental & Office Automation	3	0	0	3

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

Introduction to Binary, Octal, Hexadecimal system

Conversion, Simple Addition, Subtraction, Multiplication

UNIT-II

Algorithm and Flowcharts

Algorithm: Definition, Characteristics, Advantages and disadvantages, Examples

Flowchart: Definition, Define symbols of flowchart, Advantages and disadvantages, Examples

UNIT-III

Operating System and Services in O.S.

Dos – History, Files and Directories, Internal and External Commands, Batch Files, Types of O.S.

UNIT-IV

Windows Operating Environment

Features of MS – Windows, 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 Tennenbum Tata MacGrow Hill Publication

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Course Code	Course Name	L	T	P	C
BCA-S102T	Programming Principle & Algorithm	3	0	0	4

UNIT-I

Introduction to 'C' Language

History, Structures of 'C' Programming, Function as building blocks.

Language Fundamentals

Character set, C Tokens, Keywords, Identifiers, Variables, Constant, Data Types, Comments.

UNIT-II

Operators

Types of operators, Precedence and Associativity, Expression, Statement and types of statements

Build in Operators and function

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

Control structures

Decision making structures: If, If-else, Nested If-else, Switch; Loop Control structures: While, Do-while, 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 Storming, Divide & Conquer)

Steps in problem solving (Define Problem, Analyze Problem, Explore Solution)

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)

UNIT-V

Simple Arithmetic Problems

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, a^b , Factorial, sine series, cosine series, nC_r , 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

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Course Code	Course Name	L	T	P	C
BCA-S103	Principle of Management	4	0	0	4

UNIT-I

Nature of Management:

Meaning, Definition, its nature purpose, importance & Functions, Management as Art, Science & Profession- Management as social System Concepts of management-Administration-Organization, Management Skills, Levels of Management.

UNIT-II

Evolution of Management Thought:

Contribution of F.W.Taylor, Henri Fayol, Elton Mayo, Chester Barhard & Peter Drucker to the management thought. Business Ethics & Social Responsibility: Concept, Shift to Ethics, Tools of Ethics.

UNIT-III

Functions of Management: Part-I

Planning – Meaning- Need & Importance, types, Process of Planning, Barriers to Effective 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: Part-II

Motivation – Importance – theories

Leadership – Meaning –styles, qualities & function of leader

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.Asathapa, 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

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Course Code	Course Name	L	T	P	C
BCA-S104	Business Communication	3	1	0	4

UNIT-I

Means of Communication:

Meaning and Definition – Process – Functions – Objectives – Importance – Essentials of good communication – Communication barriers, 7C's of Communication

UNIT-II

Types of Communication:

Oral Communication:

Meaning, nature and scope – Principle of effective oral communication – Techniques of effective speech – Media of oral communication (Face-to-face conversation – Teleconferences – Press Conference – 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:

Enquiries and replies – Placing and fulfilling orders – Complaints and follow-up Sales letters – Circular letters Application for employment and resume

UNIT-VI

Information Technology for Communication:

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.

Topics Prescribed for workshop/skill lab

Group Discussion, Mock Interview, Decision Making in a Group

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. Korlhali- 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-Hill Publishing Company Limited, New Delhi.
- 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 –Siman Howard – Dorling Kidderley.

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BCA-S105	Mathematics -I	4	0	0	4

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, Caley-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 Over an Interval, Intermediate Value Theorem, Type of Discontinuities

UNIT-III

DIFFERENTIATION:

Derivative, Derivatives of Sum, Differences, Product & Quotients, 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. B.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.

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BCA-S101P	Computer Laboratory and Practical Work of Office Automation	0	0	3	2

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

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Course Code	Course Name	L	T	P	C
BCA-S102P	Computer Laboratory and Practical Work of Programming Principle & Algorithm	0	0	3	2

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