

TECNIA INSTITUTE OF ADVANCED STUDIES
 Grade 'A' Institute
Department of Information, Communication & Technology
Bachelor of Computer Applications (BCA)
 Scheme and Syllabus (w.e.f. Academic Session 2024-25)
 As per UGC Curriculum & Credit Framework for Undergraduate Programme (CCFUP)
 (Dec 2022): GGSIP University, Delhi

COURSE CODE: BCA 141T

COURSE NAME: WRITING SKILLS

LEARNING OBJECTIVES:

This course will provide the learners the following:

1. Understanding the correct use of English Language.
2. The student will improve in oral as well as written communication skills.

PRE-REQUISITES: Nil COURSE

OUTCOMES (COs):

After completion of this course, the learners will be able to:-

CO#	Detailed Statement of the CO
CO1	The student will become familiar with the basics of communication and its importance in the organizational world.
CO2	To improve the business writing skills also will become well aware how to write effective resume to enter the global world.
CO3	To improve the listening skills by knowing well how to negotiate and give effective presentations.
CO4	To make use of effective business language and give a professional look to oneself.

Course Outcomes	Program Outcomes									
	(Scale – 1: Very Low, 2: Low,3:Medium,4:High)									
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	-	2	-	2	1	-	1	2	1	2
CO2	-	2	-	2	1	-	1	2	1	2
CO3	-	2	-	2	1	-	1	2	1	2
CO4	-	2	-	2	1	3	1	2	1	2