

**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**GRADE 'A' INSTITUTE**  
 Department of Information Communication & Technology  
**COURSE PLAN**  
**ACADEMIC SESSION 2024-25**

# As per Scheme & Syllabus (w.e.f. Academic Session 2024-2025 onwards); As per UGC Curriculum & Credit Framework for Undergraduate Programme (CCFUP) (Dec 2022) Guru Gobind Singh Indraprastha University, New Delhi.

PROGRAMME CODE:	020	PROGRAMME:	Bachelor of Computer Applications (BCA)	SHIFT:	1st									Credits	3
COURSE CODE :	BCA-141T	COURSE NAME:	Writing Skills	SECTION:	A										
		COURSE TYPE:	Ability Enhancement Compulsory Course (AECC)	FACULTY:	Ms. Geeta										

**LEARNING OBJECTIVES:**  
 This course will provide the learners the following:  
 1. Understanding of the correct use of English Language.  
 2. The student will improve in oral as well as written communication skills.

PREREQUISITE: None

**COURSE OUTCOME & MAPPING, COURSE ARTICULATION**

		DISCIPLINARY KNOWLEDGE: Disciplinary Knowledge: Apply the knowledge of computer application concepts and domain knowledge to solve the problems in IT domain/IT industry	PROBLEM ANALYSIS: Identify, formulate, review research literature, and analyse complex computer application problem at their workplace and for the society.	DESIGN /DEVELOPMENT OF SOLUTIONS:Design and evaluate solutions for computer applications problems, and design the processes that meet specified needs with appropriate consideration for the public health, safety, cultural, societal, and environmental considerations.	MODERN TOOL USAGE: Choose, select, adapt and apply appropriate techniques, resources, and modern computing tools to complex computer application activities, with an understanding of the limitations	PROFESSIONAL ETHICS: Understand and commit to professional ethics and cyber regulations, responsibilities, and norms of professional computing practices.	LIFE-LONG LEARNING: Recognize the need, and have the ability, to engage in independent learning for continual development as a computing professional.	PROJECT MANAGEMENT AND FINANCE: Demonstrate knowledge and understanding of the computing and manage projects and in multidisciplinary environments.	COMMUNICATION EFFICACY WITH COOPERATION/TEAMWORK: Communicate effectively with the computing community, and with society at large, about complex computing activities by being able to comprehend and write effective reports, design documentation, make effective presentations, and give and understand clear instructions. Function effectively as an individual and as a member or a leader.	SOCIAL AND ENVIRONMENTAL CONCERN: Understand and assess societal, environmental, health, safety, legal, and cultural issues within local and global contexts, and the consequential responsibilities relevant to professional computing practices.	INNOVATION AND ENTREPRENEURSHIP: Identify a timely opportunity and using innovation to pursue that opportunity to create value and wealth for the betterment of the individual and society at large.
CO - PO MAPPING		PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	The student will become familiar with the basics of communication and its importance in the organizational world.	4	1	4	4	2	4	2	1	3	4
CO2	To improve the business writing skills also will become well aware how to write effective resume to enter the global world.	4	3	4	2	3	4	3	1	1	4
CO3	To improve the listening skills by knowing well how to negotiate and give effective presentations	4	3	4	4	2	4	3	1	1	4
CO4	To make use of effective business language and give a professional look to oneself.	4	1	4	4	2	4	3	1	1	4
<b>Course Articulation (Average)</b>		4	1	4	3.5	2	4	2.5	1	1	4

*Geeta*

*Dr. Rajesh Kumar  
 (HOD - BCA)*  
**HOD  
 BCA-TIAS**

S. No.	Lecture No.	Unit No.	Topic	Intentional Outcome	Experiential Learning	Participative Learning	Problem Solving Methodologies	ICT Tools & Resources Utilization	Mapping with CO	Class Material (PPT Faculty- Students)	Additional Material (Links/ Journals/ Articles/ NEWS)	Mode of Assessment	Sl.No
1	L1	1	Definition and Nature of Technical Writing	Understand the concept of technical writing		Discussion		Youtube Video: <a href="https://www.yout">https://www.yout</a>	CO1	PPT		Class Test	
2	L2	1	Basic Principles of Technical Writing	Understand the Basic Principles of Technical Writing		Discussion		E-journal: <a href="http://eee-">http://eee-</a>	CO1	PPT	<a href="https://virtuallspeech.com/blog/importance-of-">https://virtuallspeech.com/blog/importance-of-</a>	Discussion	
3	L3	1	Styles in Technical Writing	able to Compare and contrast between styles of writing		Discussion		E-article: <a href="https://limskills.c">https://limskills.c</a>	CO1	PPT	<a href="https://www.youtube.com/watch?v=7LSvAdMyVc">https://www.youtube.com/watch?v=7LSvAdMyVc</a>	Assignment 1	
4	L4	1	Sentence, Phrase	Understand the sentence and phrase		Discussion		E-article: <a href="https://limskills.c">https://limskills.c</a>	CO1		<a href="https://www.youtube.com/watch?v=7LSvAdMyVc">https://www.youtube.com/watch?v=7LSvAdMyVc</a>		
5	L5	1	Kinds of sentences	Understand different types of sentences		Discussion		Youtube Video: <a href="https://www.yout">https://www.yout</a>	CO1	PPT	<a href="https://www.managementstudyguide.com/seven-cs-of-">https://www.managementstudyguide.com/seven-cs-of-</a>	class test	
6	L6	1	Parts of sentence and parts of speech	understanding of Parts of sentence and parts of speech		Discussion		E-article: <a href="https://www.inde">https://www.inde</a>	CO1	PPT			
7	L7	2	Note Making, Notice, E-mail	Describe various types of communication		Discussion		E-article: <a href="https://limskills.c">https://limskills.c</a>	CO1	PPT	<a href="https://slideplayer.com/slide/10012837/">https://slideplayer.com/slide/10012837/</a>		
8	L8	2	Writing Letters: Business letters	Learn how to communicate professionally		Discussion		Youtube Video: <a href="https://www.yout">https://www.yout</a>	CO1	PPT	<a href="https://www.youtube.com/watch?v=mbaymh7w">https://www.youtube.com/watch?v=mbaymh7w</a>	Questions from Assignment 1	
9	L9	2	Persuasive letters/Sales letters	Understand the importance of language to communicate with people		Discussion		E-article: <a href="https://www.link">https://www.link</a>	CO1	PPT			
10	L10	2	complaint letters	Understand the history of communication		Discussion		E-article: <a href="https://dickhelp.c">https://dickhelp.c</a>	CO1	PPT	<a href="https://www.youtube.com/watch?v=LF_mFeBSuTY&amp;list=PLxf">https://www.youtube.com/watch?v=LF_mFeBSuTY&amp;list=PLxf</a>	class test	
11	L11	2	Office memorandum	Learn about computer aided technical communication		Discussion		E-journal: <a href="https://www.oxfo">https://www.oxfo</a>	CO1				
12	L12	2	Good news and bad news letters	Use the principles of effective oral communication to communicate		Discussion		E-article: <a href="https://www.ved">https://www.ved</a>	CO3	PPT		Class Discussion	
13	L13	2	Report Writing: Definition & Importance	Use the principles of effective oral communication to handle telephone calls		Discussion			CO3	PPT	<a href="https://www.toppr.com/guides/business-communication-">https://www.toppr.com/guides/business-communication-</a>		
14	L14	2	categories of reports	Use various Interview skills to succeed in Interviews		Role play		Youtube Video: <a href="https://www.yout">https://www.yout</a>	CO3	PPT	<a href="https://www.mindtools.com/pages/article/interview_skills.ht">https://www.mindtools.com/pages/article/interview_skills.ht</a>		
15	L15	2	Elements of a formal report, style and formatting in report	Use various Interview skills to succeed in interviews					CO3	PPT			
16	L16	2	Elements of a formal report, style and formatting in report						CO4				
17	L17	3	Special Technical Documents Writing: Project synopsis and report writing	Use various Interview skills to succeed in Interviews					CO3	PPT			
18	L18	3	Scientific Article and Research Paper writing	Learn to conduct interviews effectively					CO3	PPT			
19	L19	3	Dissertation writing: Features, Preparation and Elements	Learn to conduct interviews effectively		Discussion		E-article: <a href="https://www.link">https://www.link</a>	CO3	PPT			
20	L20	3	Dissertation writing: Features, Preparation and Elements						CO4				
21	L21	3	Technical Proposal Writing: Purpose	Write minutes of the meeting correctly		Discussion		E-article: <a href="https://corporate">https://corporate</a>	CO3	PPT	<a href="https://www.Revisionspoint.com/business_writing_skills/ml">https://www.Revisionspoint.com/business_writing_skills/ml</a>	Questions from Assignment 2	
22	L22	3	Types, characteristics and structure	Analyze the pros of meetings		Debate and Discussion		E-article: <a href="https://getweekly">https://getweekly</a>	CO3	PPT	<a href="https://accountlearning.com/advantages-disadvantages-of-">https://accountlearning.com/advantages-disadvantages-of-</a>		
23	L23	3	Preparing for Job Application	Analyze the cons of meetings		Debate and Discussion		E-article: <a href="https://getweekly">https://getweekly</a>	CO3	PPT			
24	L24	3	Preparing for Job Application						CO4				

*Greeta*

*Dhirajesh Kumar  
(HOD-BCA)*

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25	L25	3	Components of a Formal Application Letter	Learn how to plan and organise a meeting	Discussion	E-article: <a href="https://www.inde">https://www.inde</a>	CO3	PPT		
26	L26	3	Formats and Types of official employment	Use charts to summarize the data in a presentation	Discussion	E-article: <a href="https://business.t">https://business.t</a>	CO3	PPT		Group Discussion (CIA)
27	L27	3	Resume vs Bio Data, Profile, CV and others	Create effective presentations with appropriate division of time for	Discussion	E-article: <a href="https://74slides.c">https://74slides.c</a>	CO3	PPT		
28	L28	3	Resume vs Bio Data, Profile, CV and others				CO4			
29	L29	3	Types of resume	Create effective presentations with appropriate division of time for	Discussion	E-article: <a href="https://74slides.c">https://74slides.c</a>	CO3	PPT	<a href="https://hbr.org/2013/06/how-to-give-a-killer-presentation">https://hbr.org/2013/06/how-to-give-a-killer-presentation</a>	
30	L30	3	Writing effective resume for employment	Create presentations using MS Powerpoint	Discussion	E-article: <a href="https://www.ncsl">https://www.ncsl</a>	CO3			Group Discussion (CIA)
31	L31	3	Model Letter of Application (Cover Letter) with Resume	Compare and contrast between JAM and group discussions	Discussion	E-article: <a href="https://tl.mit.edu">https://tl.mit.edu</a>	CO3	PPT		
32	L32	3	Model Letter of Application (Cover Letter) with Resume	Compare and contrast between JAM and group discussions			CO4			
33	L33	3	Emails, blog Writing, Proposal Writing, Job application & its types	Understand the concept of written communication.	Discussion	E-article: <a href="https://www.mat">https://www.mat</a>	CO1, CO2	Notes	<a href="https://www.skillsyouneed.com/write/technical-writing.html">https://www.skillsyouneed.com/write/technical-writing.html</a>	Questions from Assignment 2
34	L34	4	Memos (Types of Memos), other recent communication types	Apply the basic principles of technical writing for effective written	Discussion	E-article: <a href="https://www.mat">https://www.mat</a>	CO1, CO2	Notes	<a href="https://www.skillsyouneed.com/write/technical-writing.html">https://www.skillsyouneed.com/write/technical-writing.html</a>	
35	L35	4	Memos (Types of Memos)	Apply the basic principles of technical writing for effective written			CO1, CO3			
36	L36	4	Communication types	Apply the basic communication.			CO1, CO4			
37	L37	4	Preparing for Job Application	Prepare notices, write emails and different types of letters	Discussion	Youtube Video: <a href="https://www.yout">https://www.yout</a>	CO2, CO4	PPT	<a href="https://leverageedu.com/blog/note-making/">https://leverageedu.com/blog/note-making/</a>	
38	L38	4	Preparing for Job Application	Prepare job application	Discussion	E-article: <a href="https://corporate">https://corporate</a>	CO4	PPT	<a href="https://www.Revisionspoint.com/business_writing_skills/ml">https://www.Revisionspoint.com/business_writing_skills/ml</a>	Questions from Assignment 2
39	L39	4	Components of a Formal Application Letter	Understand the concept of Components of a Formal Application Letter	Debate and Discussion	E-article: <a href="https://getweekly">https://getweekly</a>	CO4	PPT	<a href="https://accountlearning.com/advantages-disadvantages-of-">https://accountlearning.com/advantages-disadvantages-of-</a>	
40	L40	4	Components of a Formal Application Letter	Revision the concept of Components of a Formal Application Letter	Debate and Discussion	E-article: <a href="https://getweekly">https://getweekly</a>	CO4	PPT	<a href="https://leverageedu.com/blog/note-making/">https://leverageedu.com/blog/note-making/</a>	
41	L41	4	Formats and Types of official employment	Understand the Formats and Types of official			CO4		<a href="https://leverageedu.com/blog/note-making/">https://leverageedu.com/blog/note-making/</a>	
42	L42	4	employment	Understand the Employment	Discussion	E-article: <a href="https://www.inde">https://www.inde</a>	CO4	PPT	<a href="https://leverageedu.com/blog/note-making/">https://leverageedu.com/blog/note-making/</a>	
43	L43	4	Resume vs Bio Data,	Understand the Resume vs Bio Data,	Discussion	E-article: <a href="https://business.t">https://business.t</a>	CO4	PPT	<a href="https://leverageedu.com/blog/note-making/">https://leverageedu.com/blog/note-making/</a>	Group Discussion (CIA)
44	L44	4	Profile, CV	Understand the Profile, CV	Discussion	E-article: <a href="https://74slides.c">https://74slides.c</a>	CO4	PPT	<a href="https://leverageedu.com/blog/note-making/">https://leverageedu.com/blog/note-making/</a>	
45	L45	4	Types of resume,	Understand the Types of resume,					<a href="https://leverageedu.com/blog/note-making/">https://leverageedu.com/blog/note-making/</a>	

Note : 1 Credit (Theory) =15 Hrs. in a Semester; 1 Credit (Practical) =30 Hrs. in a Semester.  
Suggested Readings : (Latest Edition)

**TEXTBOOKS:**

TB1: Kavita Tyagi and Padma Mittal - "Advanced Technical Communication", PHI, 2011  
 TB2: P.D.Chattervedi and Sitakesh Chattervedi, "Business Communication - Concepts, Cases and Applications", Pearson, second edition.  
 TB3: Rayudu, "C.S. Communication", Himalaya Publishing House, 1994.  
 TB4: Ashu Kaul, "Business Communication", PHI, second edition.


**REFERENCES:**

RB1: Raymond Murphy, "Essential English Grammar: A self-study reference and practice book for elementary students of English", Cambridge University Press, second edition.  
 RB2: Markak, W. & Ferraro, V. (2007). Technical and Report Writing. ITC/Quorum, Quorum City.  
 RB3: Kavita Tyagi and Padma Mittal, "Basic Technical Communication", PHI, 2011.  
 RB4: Horta A. Murphy, Herbert W. Hildbrandt and Jane P. Thomas, "Effective Business Communication", McGraw Hill, seventh edition.

**JOURNALS:**

1. Journal of Technical Writing and Communication  
 2. Technical Communication Quarterly  
 3. International Journal of Business Communication  
 4. Journal of Business and Technical Communication  
 5. Business and Professional Communication Quarterly  
 6. Written Communication  
 7. The English Journal  
 8. Technical Communication Society for Technical Communication  
 9. Journal of Second Language Writing  
 10. Economics and Communication

Name of Faculty :

Ms. Geeta 

Head of Department :

 Dr. Rajesh Kumar

Date :

HoD  
BCA-TIAS