

Branch Name:	IMCA
Program Code:	CS301
Course Name:	Communication Skills
Course Code:	1CS3010105T

Course Objective:

1. Students will heighten their awareness of correct usage of English grammar in writing and speaking
2. Students will improve their speaking ability in English both in terms of fluency and comprehensibility
3. Students will improve their reading fluency skills through extensive reading
4. Students will enlarge their vocabulary by keeping a vocabulary journal
5. Students will attain and enhance competence in the four modes of literacy: writing, speaking, reading and listening

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture	Tutorial	Practical	Credit	Theory		Practical		Total
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
4	-	-	4	60	40	-	-	100

Course Contents:

Unit No	Topic	Total Hours	Weightage (%)
1	Communication: Definition and Objectives of Communication, Process of Communication, Types of Communication Horizontal Communication, Grapevine Communication Barriers in Communication, Effective Communication	12	25
2	LSRW-Listening, Speaking, Reading, Writing. Listening: Barriers in Listening Skill, how to improve Listening skill, Characteristics of Good Listener. Speaking: Paralanguage, sound, speech, intonation, Presentation Skill, Public Speaking. Reading: Kinds of Reading, Causes of Reading difficulties, Intensive and Extensive reading exercise. Writing: Effective Writing, Reports, Letters, Memos, Agenda and Minutes.	12	25

FACULTY OF COMPUTER SCIENCE



Master of Computer Application(Integrated) (Sem-I)

In Effect from Academic Year 2023-24

3	Group Dynamic Skill Group Discussion Team building & Team work Be a manager or leader Problem Solving-Decision making Time & Stress management skills.	12	25
4	English Grammar: Tenses and Verb Structures Articles, Prepositions Voices (Passive and Active), Direct and Indirect Speech, Punctuations Computer terms: CPU, ROM, RAM, HTML, BIT, INPUT/OUTPUT DEVICES, BUG, SCRIPTS, CLOUD STORAGE, CYBER SECURITY, VIRUS	12	25

References Books:

1. Sanghi, Seema, Improve your communication skills. 2nd edition.
2. Sanjay Kumar and Pushp Latha. 2012. Communication Skills. New Delhi: OUP
3. Rajendra Pal & J.S.Korlahali: Essentials of business communication, Sultan Chand & Sons, New Delhi.
4. Koneru: ENGLISH LANGUAGE SKILLS, Tata McGraw-Hill Education, Hyderabad
5. Barun K. Mitra, Personality Development and Soft skills, Oxford University Press

List of Open-Source Software/learning website:

1. https://www.youtube.com/watch?v=H_kjWR-Fg8E
2. <https://www.languageacademy.com>.
3. <https://www.futurelearn.com/info/blog/communication-skills>

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	Communicate with one another in English Language.	Remembering Understanding
CLO2	Help students for enhancing capabilities in written, oral and interpersonal communication	Understanding
CLO3	Basics of Listening, Speaking, Reading and Writing	Understanding,
CLO4	Solve complex, difficult and intractable problems and create effective and innovative solutions and formulate problem solving skills and make appropriate and responsible decisions.	Understanding,
CLO5	Acquire career skills and pursue a successful career path	Understanding
CLO6	Heighten their awareness of correct usage of English grammar in writing and speaking and speaking ability in English both in terms of fluency and comprehensibility.	Understanding

Mapping of CLOs with Pos & PSOs

Course Learning Outcomes	Program Out comes (POs)												Program Specific Outcomes (PSOs)	
	PO1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PS O2
CLO1	H	H		M		L		L	M		L		M	
CLO2		H	H		M		L		M	L				M
CLO3			H	M		L		L		M		M	H	
CLO4	L		H		M				M		L		L	
CLO5		M		H	H	H		L		M		L		L
CLO6	M		L		H	H		M			M		M	

H:High, M:Medium, L:Low