



Ganpat University

॥ विद्यया समाजोत्कर्षः ॥

Faculty of
Computer Applications



Programme	BCA Honours (Cyber Security)					Branch	Computer Applications		
Semester	I					Version	1.0.0.0		
Effective from Academic Year				2026-2027		Effective for the batch Admitted in		June 2026	
Subject Code	U101D5CS		Subject Name			COMMUNICATION SKILLS			
Teaching scheme						Examination scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	2		-	-	2	Theory	25	25	50
Hours	2		-	-	2	Practical	-	-	-
Objective:									
Understand the role of communication in personal and professional success. Develop awareness of appropriate communication strategies. Prepare and present messages with a specific intent. Analyze a variety of communication acts. Ethically use, document and integrate sources.									
Pre-requisites:									
Familiarity with the basics of English language, strong determination and willpower for skill-set enhancement.									
Course Outcomes :									
Name of CO		Description							
CO1		Understand the process of communication and its effects on giving and receiving information.							
CO2		Understand the basic vocabulary and Grammatical concepts							
CO3		Understand, Evaluate and apply basic listening skills							
CO4		Be able to read and comprehend various reading materials							
CO5		Express their ideas and speak confidently in the English language							
Mapping of CO and PO									
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	
CO1	2	1	0	0	2	0	1	2	
CO2	3	1	0	0	1	0	0	2	
CO3	2	2	0	0	3	0	1	2	
CO4	2	2	0	0	1	0	0	2	
CO5	2	2	1	0	3	0	1	2	
Content:									
Unit								Hrs	

1	Basics of Communication: Definition and Principles, Process of communication, Functions, Forms of communication (Formal – Informal, Verbal – Non-verbal, Electronic and Visual), Flow of Communication, Language as a Tool of Communication, Barriers to communication with remedies	06
2	Functional Grammar and Vocabulary Articles, Parts of Speeches, Tenses, Synonyms-Antonyms, One Word Substitution, Eponyms	06
3	Listening Skills Definition and process of listening, Rudiments of effective listening, Modes of listening, Barriers to listening, Tips for effective listening, Traits of good listening. Listening comprehension practice using audio-visuals (IELTS Listening) Listening to Announcements- (railway/ bus stations/ airport /sports announcement/ commentaries etc.), Listening to Speeches of Leaders, TED Talks, TED-Ed, Educational Videos	06
4	Reading Skills Definition, Purposes & types of reading, KWL method of reading, Techniques for effective reading comprehension, Reading Blogs, Website content	06
5	Oral Communication in Context: Greetings and Introduction, know your Buddy (Knowing about a partner, asking for information, likes and dislikes, etc.), Just a Minute (JAM), Asking for and giving information, offering and responding to offers, requesting and responding to requests, congratulating people on their success, expressing sympathy, expressing condolences, apologizing and forgiving, giving instructions, seeking and giving permission, expressing opinions (likes and dislikes), agreeing and disagreeing.	06

Practical Content:

Not Applicable

Text Books:

1	Effective Communication Skills by Keith Coleman
2	Effective Communication Skills (A Tool For Winning People And Conquering The World) by Dr. Kulbhushan Kumar, Khanna Publishers.
3	Practice Manual - I

Reference Books:

1	Technical Communication - Principles and Practice by Meenakshi Raman & Sangeeta Sharma, Oxford University Press
2	Effective Technical Communication by M Ashraf Rizvi, TMH Publication
3	Leadership Lessons from the Bhagavad Gita by Mohan Murti
4	Intermediate English Grammar with Answers, 2nd Edition by Raymond Murphy, Cambridge University Press

Web References / MOOC / Certification Course

1	Online resources: YouTube - Daily Video Vocabulary, Vocab 24, TED Lectures, Inspirational speeches/addresses of successful people, parliamentary speeches, interviews, various internet channels devoted to learning and improving communication in English
2	Finding Your Professional Voice: Confidence & Impact Finding Your Professional Voice: Confidence & Impact Coursera
3	Achieve your career goals with Coursera Plus Top Communication Skills Courses - Learn Communication Skills Online (coursera.org)

4	Improving Communication Skills https://www.coursera.org/learn/wharton-communication-skills
5	Effective Communication Skills for Personal and Professional Development https://onlinecourses.swavam2.ac.in/ini25_ge09/preview
Question Paper Scheme:	
	End Semester Examination Duration: (1 Hour Theory Examination) Note for Examiner: - Q-1 Answer the following (Any One) (05 Marks) Q-2 Answer the following (Any One) (05 Marks) Q-3 Answer the following (Any One) (05 Marks) Q-4 Answer the following (Any One) (05 Marks) Q-5 Answer the following (Any One) (05 Marks) <i>The question paper must comprehensively address all Course Outcomes (COs), align Taxonomy levels, and ensure complete syllabus coverage.</i>