KADI SARVA VISHWAVIDYALAYA - GANDHINAGAR

Teaching & Examination scheme

Effective from Academic Year June 2009 onwards

BACHELOR OF COMPUTER APPLICATIONS

B C A SEMESTER-II

Sr. No./ Subject Code	Subject Title	Credit	Teaching Scheme		Exam Scheme					
			Theory/ Practical	Tut	Theory		Practical		T.W +Sessional Marks	Total Marks
					Hrs.	Max Marks	Hrs.	Max Marks		
BCA201	Database Management System-I	4	3	1	3	60	-	-	40	100
BCA202	Object Oriented Programming using C++	4	3	1	3	60	-	-	40	100
BCA203	System Analysis & Design	4	3	1	3	60	-	-	40	100
BCA204	Computer Oriented Numerical & Statistical Methods	4	3	1	3	60	-	-	40	100
BCA205	Communication skills-II	4	3	1	3	60	-	-	40	100
BCA206	Practical (201)	2	2	-	-	-	3	30	20	50
BCA207	Practical (202)	2	2	-	-	-	3	30	20	50
BCA208	Practical (203 and 204)	4	4	-	-	-	3	50	50	100
BCA209	AV Lab	2	2	-	-	-	-	-	50	50
		Total	**25**	**5**						**750**
		Total hours	**30**							
		Total Credits of semester	**30**							

KADI SARVA VISHWAVIDYALAYA
BCA- SEMESTER II
BCA-201 Database Management System I

Rationale

Database Management System-I enables beginners to understand the basic concepts of database and various other activities that can be carried out in a database environment. This subject will allow students to develop understanding of the basic concepts of data in general and Relational Database System in particular. The students will learn Database concept, Data Models, various approaches to Database design, strengths of relational model.

Learning Outcomes: The students will be able to understand

1. Basic concepts of database environment
2. differences between file based and database approach
3. components of database environment
4. Creation of database, tables, queries, reports, forms, Macros etc
5. Various keys used in database systems.

Teaching and Evaluation Scheme: The objective of evaluation is not only to measure the performance of students, but also to motivate them for better performance. Students are evaluated on the basis of internal examinations which consist of Term Work such as class test, quizzes, class participation, home assignments, presentation, Regular Attendance (i.e. Minimum 85%), Internal marks which consist of 40 (20 Term Work + 20 Sessional Exams) marks and External marks which consist of 60 for University examination.

Sr. No./ Subject Code	Subject Title	Teaching Scheme		Exam Scheme					
				Theory		Practical		T.W +Sessional Marks	Total Marks
		Cr.	Theory/ Practical + Tut	Hrs.	Max Marks	Hrs.	Max Marks		
BCA-201	**Database Management System I**	4	3 + 1	3	60	-	-	40	100
BCA-206	**DBMS-I (Practical)**	2	2	-	-	3	30	20	50

UNIT 1: Introduction of DBMS **[15%]**

Overview, File system Vs DBMS, Describing & storing data (Data models (relational, hierarchical, network)), Levels of abstraction, data independence, Structure of DBMS, People who deal in DBMS, Advantages/Disadvantages of DBMS

No of Lecturer: 6

UNIT 2: Conceptual Design (E-R model) [20%]

Overview of DB design, developing ER data model for conceptual design for 1to 1, 1 to many and many to many relationships among entities, Case studies.

No of Lecturer: 6

UNIT 3: Relational data model [20%]

Relations (concepts, definition), Conversion of ER to Relational model, integrity constraints (key, referential integrity, general constraints). Database tables and their components, **Relational algebra:** Relational algebra (selection, projection, set operations, renaming, joins, and division)

No of Lecturer: 6

UNIT 4: Implementing the database design through MS ACCESS [25%]

Create the new database; modify the table structure, indexes, data entry, edit and delete, import and exporting tables, creating relation-ships between tables. **Queries:** Query basics: select query, cross tab query, action query, query wrap-up

No of Lecturer: 6
No of Practical: 10

UNIT 5: Application Development [20%]

Form development: Forms : definition, use and functions, creating a form with form wizard, modifying the form's presentation format, list boxes on forms, main form, sub form creation and use, dialog boxes, menu. **Reports and labels:** Creating a report, creating report with subtotal and total, report based on cross tab queries, mailing labels, Macros

No of Lecturer: 6
No of Practical: 10

Total No of Lectures: 30 Hrs.
Total No of Practicals: 20 Hrs.

Text Book:

Databases: Design, Development using Access by Peter Rob & Elie Semaan [TMH]

Reference Books:

- Introduction to Computer Data Processing & System Analysis : V. K. Kapoor [Sultan Chand & Sons]
- Teach Yourself Access 97, Seigal [BPB]
- Fundamentals of database management design : by Renu Vig, Ekta Walia [ISTE]
- Foundations of Computing by P.K. Sinha [BPB].

Instructional Strategies:

1. Building Background
2. Direct Instruction
3. Review and check of Prior knowledge
4. Guided Practice

5. Independent Practice
6. Demonstration
7. Provide examples to transfer knowledge
8. Problem Solving
9. Use of graphics organizers

List of Practical

1. Familiarization of components of MS Access 2003 database environment
2. Procedure of creating a database
3. Familiarization of components of Tables environment
4. Various data types used in MS Access.
5. Creating a table by using wizard and design view
6. Creating relationships between 02 tables
7. Familiarization with Queries environment
8. Creating different types of queries
9. Familiarization of components of Forms environment
10. Creating main form and sub form
11. Familiarization of components of Report environment
12. Creating a report
13. Creating mailing labels
14. Familiarization of components of Macros environment
15. Creating Macros

Teaching and Examination Scheme

UNIT	Examination Scheme %weightage	Teaching Scheme No of	
		Theory	Practicals
Unit 1	15	6	--
Unit 2	20	6	--
Unit 3	20	6	--
Unit 4	25	6	10
Unit 5	20	6	10
TOTAL	100%	30	20

KADI SARVA VISHWAVIDYALAYA
BCA – SEMESTER II
BCA 202 Object Oriented Programming with C++

Rationale : Understanding most useful concept of Object Oriented Programming using C++ & implementing practical skill for future use.

Learning Outcome:

- Students will be able to understand all features of OOPS which will be useful for any other OOPS also.
- Students will be able to handle any number of classes with the creation of their objects in the proper order of invocation.
- Students will able to solve problem related to real life entities by using inheritance, templates.
- Students will able to handle functions by using function overloading and function overriding
- Students will be able to change the meaning of operator by using operator overloading.

Teaching and Evaluation Scheme: The objective of evaluation is not only to measure the performance of students, but also to motivate them for better performance. Students are evaluated on the basis of internal examinations which consist of Term Work such as class test, quizzes, class participation, home assignments, presentation, Regular Attendance (i.e. Minimum 85%), Internal marks which consist of 40 (20 Term Work + 20 Sessional Exams) marks and External marks which consist of 60 for University examination.

Sr. No./ Subject Code	Subject Title	Teaching Scheme		Exam Scheme					
				Theory		Practical		T.W + Sessional Marks	Total Marks
		Cr.	Theory/ Practical + Tut	Hrs.	Max Marks	Hrs.	Max Marks		
BCA 202	**Object Oriented Programming with C++**	4	3 + 1	3	60	-	-	40	100
BCA 207	**C++(Practical)**	2	-	-	-	3	30	20	50

Course Content:

Unit 1
Introduction to Object Oriented Programming [20%]
Object Oriented Programming concepts, benefits and applications of OOP systems, Comparison of C++ with C, structure of a C++ program, and Console Input output in C++, Variables in C++, data types, keywords, control structures.

No of Lectures: - 06

Unit 2
Classes and Objects [15%]
Introduction to classes and objects, function prototyping and function overloading. Access specifiers, array of objects.

No of Lectures: - 03

Unit 3
Constructors and Destructors [10%]
Constructors: Zero argument constructor, parameterized constructor, copy constructor, destructors, constructor overloading and the philosophy of OOPS for constructors and destructor.

No of Lectures: - 04

Unit 4

Inheritance. **[20%]**

Introduction to Inheritance, function overriding, different kinds of inheritance like single, multilevel, multiple, hierarchical, hybrid inheritances.

No of Lectures: - 07

Unit 5
Virtual functions and Dynamic Polymorphism **[10%]**
The need for virtual function, Virtual functions, the mechanism of virtual functions, pure virtual functions, virtual destructors and virtual constructor.

No of Lectures: - 03

Unit 6
Operator Overloading **[10%]**
Operator overloading, overloading the various unary and binary operators

No of Lectures: - 03

Unit 7
Exception Handling **[15%]**
Introduction, basics of exception handling, exception handling mechanism, the try, throws and catch constructs.

No of Lectures: - 04

Total No of Lectures: - 30 Hrs

List of Practical:
(1) Programs based on input and output.
(2) Programs on Iterations, Control structures.
(3) Examples of function overloading.
(4) Examples of all types of constructor, destructor
(5) Programs based on all types of Inheritance.
(6) Examples of Virtual functions and dynamic polymorphism
(7) Programs of operator overloading
(8) Programs which performs exception handling

Text Books.
Object Oriented Programming with C++. By Balagurusamy, TMH publications.

Reference Books.
The Complete Reference – Herbert Schildt. TMH publications.
Object Oriented Programming with Turbo C++. By Robert Lafore.
C++ and Object Oriented Programming Paradigm – Debashish Jana, PHI.
Object Oriented Programming with C++. By Sourav Sahay, OXFORD.

Teaching and Examination Scheme

UNIT	Examination Scheme %weightage	Teaching Scheme No of Lecture
Unit 1	20	6
Unit 2	15	3
Unit 3	10	4
Unit 4	20	7
Unit 5	10	3
Unit 6	10	3
Unit 7	15	4
Total	100	30

KADI SARVA VISHWAVIDYALAYA
BCA – SEMESTER II
BCA 203 System Analysis and Design

Rationale:
Systems Analysis is a central part of systems development. It comprises the process of turning a set of user requirements into a logical system specification and encompasses various activities to achieve this end. The traditional systems lifecycle has been challenged by alternative models, for example the spiral (iterative and incremental) lifecycle and rapid application development. There are a variety of systems development approaches including the structured approach, the object oriented approach. Systems Analysis activities will be studied in the context of these trends. Candidates should be familiar with at least one structured approach (e.g. SSADM) and one object oriented approach (e.g. the Unified Process).

Learning Outcomes: Students will be able to

- To understand the role of systems analysis within various systems development life cycles
- To develop an awareness of the different approaches that may be taken to
- systems analysis
- To understand the systems analyst's activities, and apply current tools and techniques
- Describe different life cycle models and explain the contribution of systems
- analysis within them
- Discuss various systems analysis approaches and explain their strengths and weaknesses
- Evaluate the tools and techniques that may be used by a systems analyst in a given context
- Use appropriate methods and techniques to produce a systems analysis for a given scenario
- Provide suitable systems documentation for an analysis
- Discuss the CASE tools currently available to support the analyst
- Finalize the Project Definition, Analysis and Designing for the final project.

Teaching and Evaluation Scheme: The objective of evaluation is not only to measure the performance of students, but also to motivate them for better performance. Students are evaluated on the basis of internal examinations which consist of Term Work such as class test, quizzes, class participation, home assignments, presentation, Regular Attendance (i.e. Minimum 85%), Internal marks which consist of 40 (20 Term Work + 20 Sessional Exams) marks and External marks which consist of 60 for University examination.

Sr. No./ Subject Code	Subject Title	Teaching Scheme		Exam Scheme					
				Theory		Practical		T.W +Sessional Marks	Total Marks
		Cr.	Theory/ Practical + Tut	Hrs.	Max Marks	Hrs.	Max Marks		
BCA203	**System Analysis And Design**	4	3 + 1	3	60	-	-	40	100
BCA 208	**Practical (203)**	2	2	-	-	1.5	25	25	50

Note: The other part of BCA 208 is combined with Practical for BCA 204.

Course Content:

Unit 1: Introduction to System Analysis and Design [15%]

Business process modeling, information system components, business information system, types of business information system, organizational structure, system development techniques and tools, overview of system development methodologies, the system development life cycle, information technology department, the system analyst position.

No of Lectures: 05

Unit 2: Preliminary Investigation [15%]

The importance of strategic planning, a framework for systems development, information system projects, evaluation of system request, preliminary investigation overview, steps in preliminary investigation.

No of Lectures: 05

Unit 3: Requirements Modeling [15%]

Systems analysis phase overview, systems development methods, modeling tools and techniques, system requirements checklist, scalability and total cost of ownership, fact finding, interviews, other fact finding techniques, documentation, preview of data, processes and object modeling.

No of Lectures: 05

Unit 4: Static and Dynamic Modeling [20%]

Data and Process Modeling: Data Flow Diagrams, Data Dictionary, Process description tools, Logical Vs Physical Models. **Object Modeling:** Object oriented terms and concepts, Relationship among Objects and Classes, Object Modeling with the Unified Modeling Language.

No of Lectures: 08

Unit 5: System Design [15%]

User Interface, Input and Output Design: User interface design, input design, and output designing issues, printed output, and overview of data design **Application Architecture: P**lanning architecture, client/server architecture, network models, modeling application architecture.

No of Lectures: 05

Unit 6: Application Development [10%]

Quality assurance, overview of application development, structured application development, coding, and object oriented application development, testing the application, documentation, management approval.

No of Lectures: 04

Unit 7: Installation and Evaluation [10%]

Operational and test environment, training, data conversion, system change over, post implementation task, final report to management.

No of Lectures: 03

Total No of Lectures: 35
Total No of Practical: 10 (Based on CASE Tools)

Text Books:
System Analysis and Design, 4th edition, by Shelly, Cashman, Rosenblatt (Thomson)

Reference:
System Analysis and Design, 3rd edition, by Elias Awad (Galgotia Publications)

Instructional Strategies:

1. Building Background
2. Direct Instruction
3. Review and check of Prior knowledge
4. Integrate topics and concepts
5. Guided Practice
6. Independent Practice
7. Demonstration using technology tools
8. Provide examples to transfer learning
9. Problem Solving.
10. Case Study

List of Practical:

1. Project Planning
2. System Diagram
3. Data Flow Diagram
4. Use CASE Diagram
5. Sequence Diagram
6. Activity Diagram
7. Class Diagram
8. Data Dictionary Creation
9. Functional Decomposition Diagram
10. Process Description tools.

Total No of Practical: 10 (Based on CASE Tools)

Teaching and Examination Scheme

UNIT	Examination Scheme %weightage	Teaching Scheme No of Lecture
Unit 1	**15**	**5**
Unit 2	**15**	**5**
Unit 3	**15**	**5**
Unit 4	**20**	**8**
Unit 5	**15**	**5**
Unit 6	**10**	**4**
Unit 7	**10**	**3**
Total	**100**	**35**

KADI SARVA VISHWAVIDYALAYA
BCA – SEMESTER II
BCA-204 Computer Oriented Numerical & Statistical Method

RATIONALE: Computer Oriented Numerical &Statistical methods provides the understanding of various concepts of numerical methods and statistical importance of probability, correlation & regression etc

Learning Outcomes: The student will be able to understand:

1. Concept cause & consequence of errors in the application of numerical computing
2. Numerical techniques for solving various problems
3. Applications of statistics &probability in real life domain.

Teaching and Evaluation Scheme: The objective of evaluation is not only to measure the performance of students, but also to motivate them for better performance. Students are evaluated on the basis of internal examinations which consist of Term Work such as class test, quizzes, class participation, home assignments, presentation, Regular Attendance (i.e. Minimum 85%), Internal marks which consist of 40 (20 Term Work + 20 Sessional Exams) marks and External marks which consist of 60 for University examination.

Sr. No./ Subject Code	Subject Title	Teaching Scheme		Exam Scheme					
				Theory		Practical		T.W +Sessional Marks	Total Marks
		Cr.	Theory Practical + Tut	Hrs.	Max Marks	Hrs.	Max Marks		
BCA204	**Computer Oriented Numerical & Statistical Method**	4	3 + 1	3	60	-	-	40	100
BCA208	**Practical(204)**	2	2	-	-	1.5	25	25	50

Note: The other part of BCA 208 is combined with Practical for BCA 203.

Course content:

PART I CONM

Unit 1: Numerical Errors & Numerical solution of non-linear equations [25%]

Different types of errors in numerical computation (with algorithm and its Application) – Floating point numbers, - Normalized Floating Point (addition, subtraction, multiplication, division, underflow, overflow), Numerical solution of non-linear equations Methods-(False Position, Newton-Raphson)

No of Lectures: - 07
No of Practicals: - 03

Unit-2 Interpolation and curve fitting [25%]

Interpolation and extrapolation, Forward and Backward Difference(with algorithm and its Application), Newton's Forward and Backward Difference Interpolation Formulas, Lagrange Interpolation Formula, Inverse Interpolation Formula-Method of Least Square (Fitting a straight line (with algorithm and its Application), Parabola)

Solution of simultaneous linear equations- Gauss Jordan method

No of Lectures:- 10
No of Practicals:- 03

Unit-3 Numerical integration, differentiation [15%]

Numerical integration (examples of Simpson's rule (1/3, 3/8) with algorithm and its Application), Numerical differentiation (examples of Euler's method, Modified Euler's method, RK 2^{nd} order method, RK 4^{th} order method).

No of Lectures:- 06
No of Practicals:- 02

PART II COSM

Unit-4 Frequency distribution and Central Tendency [20%]

Central Tendency (Only Algorithm and its Application), Dispersion-Standard Deviation, Coefficient of Variance(Only Algorithm and its Application), Correlation and regression (All Methods and Examples with Algorithm and its Application)

No of Lectures:- 04
No of Practicals:- 05

Unit-5 Probability [15%]

Probability (Rules -Addition, Multiplication, Advanced topics(Conditional Probability, Baye's Theorem and examples of it) and Expected Value(Examples), Binomial Distribution (examples with Algorithm and its Application), Poisson Distribution (examples with Algorithm and its Application) and Normal Distribution

No of Lectures:- 10
No of Practicals:- 02

Total No of Lectures: - 37 Hrs.
Total No of Practicals: 15 hrs (Based on Excel, MATLAB like tools)
Text Book:

1. Computer oriented Numerical Methods
   Author: Salariya Publication: Khanna publication
2. Statistical Methods
   Author's. Gupta Publication: S.Chand

Reference Book:

- Introductory methods of Numerical Analysis by :- S.S. Shasrti (Pub. :- Printice – Hall of India)
- Mathematics for Computer Students by :- Rex Wilton (Pub. :- BPB)

Instructional Strategies:

- Building Background
- Direct Instruction
- Review and check of Prior knowledge
- Integrate topics and concepts
- Guided Practice
- Independent Practice
- Demonstration using technology tools
- Provide examples to transfer learning
- Problem Solving.

List of Practical:

1. Practicals based on Error and numerical Methods (Methods- False Position, Newton-Raphson)
2. Practicals based on Forward Difference table, Backward Difference table and Fitting of a straight line.
3. Practicals based on numerical integration. (Simpson's rule - 1/3, 3/8)
4. Practicals based on Central Tendency and Dispersion.
5. Practicals based on Binomail and Poisson Distribution.

Teaching and Examination Scheme

UNIT	Examination Scheme %weightage	Teaching Scheme No of	
		Lecturer	Practicals
Unit 1	25	07	3
Unit 2	25	10	3
Unit 3	15	6	2
Unit 4	20	4	5
Unit 5	15	10	2
TOTAL	100%	37	15

KADI SARVA VISHWAVIDYALAYA
BCA – SEMESTER - II
BCA 205 Communication Skills-II

Rationale: It has been observed that linguistic competence is essential to understand the basic concepts of various subjects. Therefore, this course is designed with an aim to make learners proficient & efficient in the use of English language. A sincere effort is being made to expose the learners to the four basic linguistic skills- Listening, speaking, reading & writing.

Learning Outcome:

The student will be able to –

1. Enhance their communication skills.
2. Motivate them to communicate in English effectively.
3. Acquaint them with vocabulary & sentence formation.
4. Get into group tasks like debates, discussions, presentations etc.
5. Improve their writing & presentation skills.

Teaching and Evaluation Scheme: The objective of evaluation is not only to measure the performance of students, but also to motivate them for better performance. Students are evaluated on the basis of internal examinations which consist of Term Work such as class test, quizzes, class participation, home assignments, presentation, Regular Attendance (i.e. Minimum 85%), Internal marks which consist of 40 (20 Term Work + 20 Sessional Exams) marks and External marks which consist of 60 for University examination.

Sr. No./ Subject Code	Subject Title	Teaching Scheme		Exam Scheme					
		Cr.	Theory/ Practical + Tut	Theory		Practical		T.W +Sessional Marks	Total Marks
				Hrs.	Max Marks	Hrs.	Max Marks		
BCA205	Communication Skills-II	4	3 + 1	3	60	-	-	40	100

Course Content:

Unit 1: Written communication and Public Relation **[25%]**

Public Relation: External and Internal relation, Objective of PR

Written Communication: Meaning, Types, Merits and Demerits of Written communication

Punctuation and Capitalization

No of lectures: 9

Unit II: Managing Written Communication:

[30%]

Letters (Business only),Types, Layout of letters
Reports
Notice
Circular
Memorandum
E-Mail (Etiquettes of E-Mail, Composing E-Mail)
Resume

‘ No of lectures: 9

Unit III: Impact of Technology in Communication Skills and Soft Skills

[20%]

Latest Communication Tools – E-Mail, Instant Messaging, Voice Mail, Blogs and Conferencing
Group Discussion Skills
Presentation Skills

No of lectures: 7

Unit IV: Journal (Workbook) **[25%]**

Technical writing

Reading comprehension

- Question answer
- Vocabulary
- Error correction
- Grammar

No of lectures: 9

Instructional strategies:-

1. Building background
2. Direct instruction
3. review & check of prior knowledge
4. Integrate topics & concepts
5. Guided practice
6. Independent Practice
7. Group discussions
8. Group Exercises
9. Individual exercises
10. Classroom discussions
11. Problem Solving

Text & Reference Books:-

1. Business Communication, Meenakshi Raman & Sangeeta Sharma, Oxford.
2. Mazda, Engineering Management, Addisen Wesley.
3. Koontz H, “Essentials of Management”, TMH Publications.
4. S.K Basandra, “Computers Today”, Galgotia Publications.

Teaching and Examination Scheme

UNIT	Examination Scheme %weightage	Teaching Scheme No of Lecture
Unit 1	25	9
Unit 2	25	9
Unit 3	20	8
Unit 4	30	9
Total	100	35

KADI SARVA VISHWAVIDYALAYA
BCA – SEMESTER - II
BCA 206 AV Lab

Rationale: - In today's world English is not essential but is also considered as a part and partial of our life. It is rightly said that- "Language is not to be taught but to be caught". Keeping this aspect in mind we have to establish an AV Lab to serve the purpose. The aim is to come out of the normal chalk-talk method and do something different so that students not only learn and know the language but also speak the language. These activities will motivate them to speak and write in English.

Learning outcome:-

1 To improve their writing skills.
2 To make them aware of new words & usage of new words & sentence formation.
3 To enhance their communication (writing) skills.
4 Develop their convincing, negotiating, personality, team-work and leadership skills.
5 To acquaint and train them for interview & presentation.

Teaching and Evaluation Scheme: The objective of evaluation is not only to measure the performance of students, but also to motivate them for better performance. Students are evaluated on the basis of internal examinations which consist of Term Work such as class test, quizzes, class participation, home assignments, presentation, Regular Attendance (i.e. Minimum 85%), Internal marks which consist of 50 will be evaluated for the submission to the University.

Sr. No./ Subject Code	Subject Title	Teaching Scheme		Internal Evaluation					
		Cr.	Theory/ Practical + Tut	Theory		Practical		T.W +Sessional Marks	Total Marks
				Hrs	Max Marks	Hrs	Max Marks		
BCA 209	AV Lab (Audio-Visual)	2	2	-	-	-	-	50	50

Note: - There will be continuous internal evaluation in this on the basis of practical and various activities designed for AV Lab.

Course Objectives:-

1 Improving Listening skills (with Audio-Visual aids)
2 Writing skills
- Developing writing skills (Business letter, Documentation)
- Develop interview skills & Preparing resume
- Preparing speech for presentation
- Dealing with various interviews

3 Project Write-up & definition (Analytical ability)

Planning and Execution

The activities are designed considering the need and demand of the industry. Students are divided into group of 10. The duties are allocated to Leader and Co-leader. Monthly feedback is taken from them about the performance of students. The AV Lab Incharge monitors and guides them for various activities designed for students. Thus, on the basis of this Continuous Evaluation is done and so each student's progress is evaluated.

AV LAB
List of Activities for 2009-10

Sr. No.	List of Activities
1.	Listening CD's and filling the questionnaire based on CD
2.	Problem identification (write-up)
3.	Project Definition
4.	Analytical ability
5.	Writing skills(Business letter, Preparing notice & reports)
6.	Project presentation skills
7.	Using audio visual aids
8.	Drafting advertisement & Resume
9.	Problem solving(dealing with various situation)
10.	Typing skills
11.	Paragraph development

Instructional Strategies:

1. Improving Listening skills
2. Building Background
3. Direct Instruction
4. Review and check of Prior knowledge
5. Integrate topics and concepts
6. Guided Practice
7. Independent Practice
8. Demonstration using technology tools
9. Problem Solving.