Sunbeam
College for Women
Autonomous Post Graduate College
Accredited 'A' Grade by NAAC
BHAGWANPUR, VARANASI-221005 (U.P.)

BCA II Sem.

ACADEMIC PLANNER

2025-26

LECTURE PLAN(2025-26)

Faculty Name- Anita Shah

Course Name: Business Communication **Course Code: BCA-24-201**

Lecture Plan				
Month	**UNIT**	**Week**	**LP No.**	**Topic**
JANUARY	I	1st	-	
		2nd	3	INTRODUCTION Process and Importance of Communication, Types of Communication (verbal &Non-Verbal)
		3RD	2	Different forms of Communication. Barriers to Communication:
		4th	2	Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.
		5th	3	Role, effects and advantages of technology in Business Communication like email, text messaging, instant messaging and modern techniques like video conferencing, social networking.
FEBRUARY	II	1st	3	Strategic importance of communication.
		2nd	3	NON-VERBAL ASPECTS OF COMMUNICATING: Body Language, Kinesics, Proxemics,
		3RD	3	Paralanguage. Effective Listening
		4th	3	Principles of Effective listening, Factors affecting listening exercises, Oral, Written and video sessions, Interviewing skills: Appearing in interviews, Writing resume and letter of application
		5th	-	
MARCH	III		1	Video Conferencing
			3	BUSINESS LANGUAGE AND PRESENTATION: Importance of Business language, Vocabulary Words often confused Words often misspelt
			2	Common errors in English. Oral Presentation
			2	Importance, Characteristics, Presentation Plan, Power point presentation
			-	
APRIL	IV		1	Visual aids.
			3	WRITING SKILLS: Planning business messages, Rewriting and editing, the first draft and reconstructing the final draft.
			3	OFFICE CORRESPONDENCE: Official Letter, Semi Official Letter and Memorandum. REPORT WRITING Identify the types of reports, define the basic format of a report,
			3	identify the steps of report writing, write a report meeting the format requirements, determine the process of writing a report, importance of including visuals such as tables, diagrams and charts in writing report
			1	apply citation rules (APA style documentation) in reports.
Total		**Planned: 42**		

Reference Books:

1. Lesikar, R.V. & Flatley, M.E.; Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
2. Bovee, and Thill, Business Communication Today, Pearson Education
3 Shirley, Taylor, Communication for Business, Pearson Education
4. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH

LECTURE PLAN (2025-26)

Course Name: Discrete Maths

Course Code: BCA-24-202 Sec – A & B

Faculty Name: Mr. Abhishek Sharma

Lecture Plan				
Month	**UNIT**	**Week**	**No. of Planned Lecture**	**Topic**
JAN	I and II	2nd	5	Sets and Elements, Equality of Sets, Subsets, Set operations, Venn Diagrams & Set operations,
		3rd	5	Fundamentals products, Algebra of Sets, Duality, Finite Sets, Counting Principles, Classes of Sets, Induction, Symmetric Difference.
		4th	5	Relations, Representation of Relations, Compositions of Relations, Types of Relations, Equivalence Relations, Partial Ordering Relation, Functions: Function, Mapping, Real valued, Composition, One to One, Onto, Invertible, and the Cardinality of a set. Statements and Notation,
		5th	5	Connectives, Negation, Conjunction, Disjunction, Statement formulas and Truth tables. Conditional and Biconditional, Tautologies, Contradictions, 'FF,
FEB	II and III	1st	6	Equivalence of formulae, Duality saw, Two state Devices and Statement. Logic. Normal forms, Disjunctive Normal Forms, Conjunctive Normal forms.
		2nd	6	Predicate Logic: Theory of Predicates, First order predicate, Predicate formulas, Quantifiers, Inference theory of predicate logic
		3rd	6	Posets, Hasse Diagram and Lattices: Introduction, Partial ordered sets, Combination of Partial ordered sets
		4th	6	Hasse diagram, Introduction of lattices, Properties of lattices – Bounded, Complemented, Modular and Complete lattice.
MAR	III	1st	1	Basic component of Graph
		2nd	6	Pseudograph, Multigraph, Simple graph, Bipartite graph and Complete Biparitite graph, Hand shaking Lemma, Sub graph,
		3rd	5	Operations on graph, Walk path and Circuits and their properties, Shortest path Problem. Unicursal and eulerian graph,
		4th	5	Randomly Eulerian graph, Fleury's Algorithm, Chinese Postman Problem, Hamiltonian graph, Necessary and sufficient conditions
		5th	1	Travelling Salesman problem.
APR	IV	1st	3	Fundamental principles of counting, Permutations and combinations, Binomial theorem combinations with repetition,
		2nd	6	Combinatorial numbers, Principle of inclusion and exclusion — Derangements — Arrangements with forbidden positions.
		3rd	5	Generating functions Partitions of integers — Exponential generating function
		4th	6	Summation operator Recurrence relations: First order and second order
		5th	4	Non-homogeneous recurrence relations: Method of generating functions
Total Classes		**Planned:**	**86**	

Reference Books:

1. B.S. Grewal, "Elementary Engineering Mathematics", 34th Ed., 1998.

2. Seymour Lipschutz, "Discrete Mathematics" Mcgraw-Hill Education (Publication)

LECTURE PLAN (2025-26)
BCA-II Semester (Section A and B)

Course Name: Data structure using C **Course Code:** BCA-24-203T **Teacher Name:** Daya Shankar Singh

Month	Week	No. of Planned Lecture	Topic
Jan	1st	---	---
	2nd	2	**UNIT-I** Introduction to Data Structure and its Characteristics **Array** Representation of single and multidimensional arrays;
	3rd	3	**Sparse arrays** lower and upper triangular matrices Tridiagonal matrices with Vector Representation
	4th	4	**Stacks and Queues** **Stacks:** Introduction and primitive operations on stack
	5th	4	**Queue** Introduction and primitive operations on Queue D- queues and priority queues
Feb	1st	4	--do--
	2nd	4	Infix, postfix, prefix expressions; Evaluation of postfix expression;
	3rd	4	Conversion between prefix, infix and postfix
	4th	4	**UNIT-II** **Lists:** Introduction to linked lists;
	5th	4	Sequential and linked list operations such as traversal, insertion, deletion, searching
Mar	1st	0	----
	2nd	4	Doubly linked list operations such as traversal, insertion, deletion, searching
	3rd	4	Stack and Queue using linked list.
	4th	4	**UNIT-III** **Trees:** Introduction and terminology; BST insertion
	5th	1	Traversal of binary trees, Deletion and Binary Search
Apr	1st	2	**UNIT-IV** **B-Trees:** Introduction, The invention of B-Tree; Statement of the problem; Indexing with binary search trees;
	2nd	4	a better approach to tree indexes; B-Trees; working up from the bottom; Example for creating a B-Tree
	3rd	3	--do--
	4th	4	Sorting Techniques; Insertion sort, selection sort,
	5th	4	merge sort, heap sort, searching Techniques: linear search, binary search, Hashing technique

Total: 63

Reference Books:

1. E.Horowitz and S.Sahani, "Fundamentals of Data structures", Galgotia Book source Pvt. Ltd., 2003
2. R.S.Salaria, "Data Structures & Algorithms", Khanna Book Publishing Co. (P) Ltd..,2002
3. Y.Langsam et. Al., "Data Structures using C and C++", PHI, 1999

LECTURE PLAN (2025-26)

Course Name: Organization Behavior

Course Code: BCA-24-204ME1 **Section: -A**

Faculty Name: Ms. Suman Mishra Tiwari

Lecture Plan				
Month	**UNIT**	**Week**	**No. of Planned Lecture**	**Topic**
Jan	I&II	1st		----
		2nd	3	Fundamentals of Organizational Behaviour, Nature, Scope
		3rd	2	Definition and Goals of Organizational Behaviour; Fundamental Concepts of Organizational Behaviour;
		4th	3	Models of Organizational Behaviour; Emerging aspects of Organizational Behaviour.
		5th	4	Perception, Attitude, Values and Motivation
Feb	II	1st	3	Concept, Nature, Process, Importance,
		2nd	3	Management Behavioural aspect of Perception. Effects of employee attitudes; Personal and Organizational Values
		3rd	3	Job Satisfaction; Nature and Importance of Motivation;
		4th	3	Achievement Motive; Theories of Work Motivation: Maslow's Need Hierarchy Theory
		5th	-----	
March	III&IV	1st	1	McGregor's Theory 'X' and Theory 'Y',Personality, Definition of Personality,
		2nd	3	Determinants of Personality; Theories of Personality- Trait and Type Theories. TheBig Five Traits.
		3rd	2	Work Stress, Meaning and definition of Stress, Symptoms of Stress; Sources of Stress, Individual Level, Group Level, Organizational Level;
		4th	3	Stress Management – Individual Strategies, Organizational Strategies; Employee Counselling. Group Behavior and Leadership, Nature of Group, Types of Groups
		5th		
April	V&VI	1st	3	Nature and Characteristics of team; Team Building, Effective Teamwork; Nature of Leadership, Leadership Styles; Traits of Effective Leaders
		2nd	2	Conflict in Organizations, Nature of Conflict, Process of Conflict;
		3rd	3	Levels of Conflict – Intrapersonal, Interpersonal;
		4th	3	Sources of Conflict. Effect of Conflict; Conflict Resolution,
		5th	2	Meaning and types of Grievances & Process of Grievances Handling.
Total Classes		**Planned:46**		

Reference Books:

1. Organizational Behavior Text, Cases and Games- By K.Aswathappa, Himalaya Publishing House, Mumbai, Sixth Edition (2005)
2. Organizational Behavior Human Behavior at Work By J.W. Newstrom, Tata McGraw Hill Publishin Company Limited, New Delhi, 12th Edition (2007)
3. Organizational Behavior – By Fred Luthans
4. Organizational Behavior – By Super Robbins
5. Organizational Behavior – Anjali Ghanekar
6. Organizational Behavior Fundamentals, Realities and Challenges By Detra Nelson, James Campbel : Quick Thomson Publications
7. Organizational Behavior through Indian Philosophy, By N.M.Mishra, Himalaya Publication House

LECTURE PLAN(2025-26)

Course Name: Web Designing

Course Code: BCA-24-205VC **Section: A**

Faculty Name: Ms. Anita Shah

Lecture Plan				
Month	**UNIT**	**Week**	**No. of Planned Lecture**	**Topic**
JANUARY	**I**	1st	-	
		2nd	**1**	OVERVIEW OF INTERNET: Introduction to internet and www ,internet protocols like TCP/IP, http, telnet and ftp
		3rd	**3**	URL, email, domain name, Web Browsers,
		4th	**3**	Search Engines, counters, chat &Bulletin Board services..
		5th	**3**	INTRODUCTION TO HTML: History and evolution of HTML, Differences between HTML Versions
FEBRUARY	**II**	1st	**3**	BASIC STRUCTURE OF AN HTML DOCUMENT: DOCTYPE declaration, HTML, Head, and Body elements
		2nd	**3**	Meta tags, Essential Tags, Tags and Attributes, Text Styles and Text Arrangements,
		3rd	**3**	Text, Effects, Color and Background of Web Rages, Lists and their Types
		4th	**3**	Attributes of Image Tag & Hypertext, Hyperlink and Hypermedia, Links, Creating Table.
		5th	-	HTML5 ELEMENTS AND ATTRIBUTES: HTML Semantic Elements(<header>, <footer>, <article>, <section>, <aside>, <nav>),
MARCH	**III**	1st	-	Global Attributes(class, id, data-*, style, title), Content Models(Block-level elements vs Inline elements,
		2nd	**3**	Text-level semantics: , , <mark>,<time>),
		3rd	**3**	HTML Forms(Form Elements and Attributes <form>, <input>, <textarea>, <button>, <select>, <option>
		4th	**3**	New Input Types: email, url, date, range, color) and Form Validation.
		5th	**1**	INTRODUCTION TO CSS: History and evolution of CSS, Basic Syntax and Structure (CSS ruleset: selectors, properties, and values Inline, internal, external CSS, the cascade and inheritance)
APRIL	**IV**	1st	**1**	Selectors and Combinators, The Box Model and Layout, Responsive Design and Media Queries,
		2nd	**3**	Typography and Fonts, Colors, Backgrounds, and Gradients and Transitions, Transforms, and Animations.
		3rd	**2**	INTRODUCTION TO JAVASCRIPT: Basic Syntax and Structure, Control Structures, Functions and Scope, Objects and Arrays,
		4th	**3**	The Document Object Model (DOM), Advanced JavaScript Concepts (Asynchronous JavaScript & Error Handling),
		5th	**3**	JavaScript in the Browser APIs. Introduction to jQuery and Bootstrap.
Total Planned Lectures: 44				

LECTURE PLAN(2025-26)
Course Name: Web Designing
Course Code: BCA-24-205VC **Section: B**
Faculty Name: Ms. Anita Shah

Lecture Plan				
Month	**UNIT**	**Week**	**No. of Planned Lecture**	**Topic**
JANUARY	**I**	1st	**-**	
		2nd	**2**	OVERVIEW OF INTERNET: Introduction to internet and www, internet protocols like TCP/IP, http, telnet and ftp
		3rd	**1**	URL, email, domain name, Web Browsers,
		4th	**2**	Search Engines, counters, chat &Bulletin Board services.
		5th	**2**	INTRODUCTION TO HTML: History and evolution of HTML, Differences between HTML Versions
FEBRUARY	**II**	1st	**2**	BASIC STRUCTURE OF AN HTML DOCUMENT: DOCTYPE declaration, HTML, Head, and Body elements
		2nd	**2**	Meta tags, Essential Tags, Tags and Attributes, Text Styles and Text Arrangements,
		3rd	**2**	Text, Effects, Color and Background of Web Rages, Lists and their Types
		4th	**2**	Attributes of Image Tag & Hypertext, Hyperlink and Hypermedia, Links, Creating Table.
		5th	**-**	HTML5 ELEMENTS AND ATTRIBUTES: HTML Semantic Elements(<header>, <footer>, <article>, <section>, <aside>, <nav>),
MARCH	**III**	1st	**-**	Global Attributes(class, id, data-*, style, title), Content Models(Block-level elements vs Inline elements,
		2nd	**2**	Text-level semantics: , , <mark>,<time>),
		3rd	**2**	HTML Forms(Form Elements and Attributes <form>, <input>, <textarea>, <button>, <select>, <option>
		4th	**2**	New Input Types: email, url, date, range, color) and Form Validation.
	IV	5th	**-**	INTRODUCTION TO CSS: History and evolution of CSS, Basic Syntax and Structure (CSS ruleset: selectors, properties, and values Inline, internal, external CSS, the cascade and inheritance)
APRIL	**IV**	1st	**2**	Selectors and Combinators, The Box Model and Layout, Responsive Design and Media Queries,
		2nd	**2**	Typography and Fonts, Colors, Backgrounds, and Gradients and Transitions, Transforms, and Animations.
		3rd	**2**	INTRODUCTION TO JAVASCRIPT: Basic Syntax and Structure, Control Structures, Functions and Scope, Objects and Arrays,
		4th	**2**	The Document Object Model (DOM), Advanced JavaScript Concepts (Asynchronous JavaScript & Error Handling),
		5th	**2**	JavaScript in the Browser APIs. Introduction to jQuery and Bootstrap.
Total Planned Lectures: 31				