



UNIVERSITY OF MYSORE DIRECTORATE OF OUTREACH AND ONLINE PROGRAMS

MASTER OF COMPUTER APPLICATIONS

SEMESTER – IV

Hard Core Courses

1. Project Work

Skill Enhancement Courses

1. Communication Skills and Professional Management

IV Semester

Hardcore Courses

Project Work (0:2:10)

Course Outcome:

- Able to identify and formulate the real time problem (application development or research related) by extensively studying the recent literature and identifying the research or application gap.
- Understand and get the practical exposure to the tools and technology needed to implement the solution to the problem defined.
- Critically evaluate the performance of the application/algorithm designed by conducting extensive experiments on various test cases and comparing the results with the state-of-the-art applications/algorithms.
- Able to learn how to precisely document the dissertation work carried out using the various documenting and diagrammatic tools.

Reference Books

1. Recent literature available in various portals/websites.
2. Books/Manuals related to the problem domain and implementation platform.
3. Research articles published in various journals and conferences.

Softcore Courses

Skill Enhancement Course

Communication Skills and Professional Management (3:1:0)

Course Outcome

- Communicate, interact and present his ideas to the other professionals.
- Understand and aware of importance, role and contents of soft skills through instructions, knowledge acquisition, demonstration and practice.
- Have right attitudinal and behavioral aspects, and build the same through activities.
- Possess right professional and social ethical values.

Course Content

Unit-I

Importance of communication, its basic model, formal and informal communications, barriers to communication, feedback and its effectiveness, conflict communication.

Unit-II

Oral communication – influencing factors, self confidence, role of trust, motivational factors, style, importance of listening, role of visual arts, informative and persuasive communication.

Unit-III

Written communication – writing style, important of writing skills, book review and disadvantages over oral communication. Letter writing – formal and informal letters, official and demi-official letters, business and commercial letters, personal correspondence. Technical report writing and effective meeting.

Unit-IV

Support by word processing systems, LOTUS, Graphics software for Professional Management.

References Books

1. Effective Communication made simple – Rupa & Co.
2. Communication for results – C Hamilton & Parker
3. Instrument of Communication – P Meredith
4. Basic Management skills for all – E H McGrath
5. Managerial Communication – P M Timm
6. Thesis and Assignment writing - Anderson
