

ASIAN EDUCATIONAL INSTITUTE, PATIALA
SCHOOL OF COMPUTER SCIENCE

Syllabi Scheme
Session 2025-2026 onwards

BCA – 1st SEMESTER – 2nd

Sr. No.	Code	Course Type	Title of Paper	L+T	P	External Marks	Internal Marks	Max. Marks	Credits
1	BCA201T	MAJ CC3	Object Oriented Programming using C++	4+0	0	70	30	100	4
2	BCA202T	MAJ CC4	Web Development using WordPress	4+0	0	70	30	100	4
3	BCA203T	MAJ CC5	E-Commerce and Digital Marketing	4	0	70	30	100	4
4	BCA204P	MAJ LAB-2	Software Lab – II (Based on BCA201T)	0	4	35	15	50	2
5	BCA205T	PBI COMPULSORY	Punjabi (Compulsory) – I	4	0	70	30	100	4
	BCA206T		Punjabi Compulsory - II (Mudla Gyan) *						

DISCIPLINE SPECIFIC/COURSES

Sr. No.	Code	Course Type	Title of Paper	L+T	P	External Marks	Internal Marks	Max. Marks	Credits
1	BAEC21T	AEC2	General English –II	2	0	35	15	50	2
2	BVAC21T	VAC2	Drug Abuse: Problem, Management & Preventions	2	0	35	15	50	2
3	BCA207P	SEC2	Effective Presentation Skills	1	4	70	30	100	3
Total						455	195	650	25

*Only those students who have not studied Punjabi up to matriculation can opt Mudla Gyan.
Other students will study Punjabi Compulsory.

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CONTINUOUS ASSESSMENT (THEORY PAPERS)

1. **Two tests will be conducted during the semester** : 60% of the total marks allotted for continuous assessment.
Both the tests will be counted for assessment.
2. **Assignment/Quizzes** : 20% of the total marks allotted for continuous assessment.
3. **Attendance** : 10% of the total marks allotted for continuous assessment.
4. **Class Participation and behavior** : 10% of the total marks allotted for continuous assessment.

CONTINUOUS ASSESSMENT (PRACTICAL PAPERS)

1. **Two tests will be conducted during the semester.** : 60% of the total marks allotted for continuous assessment.
Both the tests will be counted for assessment.
2. **Lab Assignments** : 20% of the total marks allotted for continuous assessment.
3. **Attendance** : 10% of the total marks allotted for continuous assessment.
4. **Practical File** : 10% of the total marks allotted for continuous assessment.

NOTE: The Chairman of the Committee reserves the discretion to modify the syllabus, subject to changing circumstances or emerging needs.

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BCA201T: MAJ CC – OBJECT ORIENTED PROGRAMMING USING C++

Total Marks: 100

External Examination: 70

Internal Assessment: 30

Credits: 4

Maximum Time: 3 Hrs.

Minimum Pass Marks: 35%

Lectures to be delivered: 55-60 Hrs

L:4 T:0 P: 0

Instructions for Paper-Setter:

The question paper will consist of three sections: A, B, and C. Sections A and B will each contain four questions based on their respective sections of the syllabus and will carry 30% of the total marks each. Section C will comprise 6 to 12 short answer-type questions, covering the entire syllabus uniformly, and will carry the remaining 40% of the total marks.

Instructions for Candidates:

Candidates are required to attempt any two questions from each of Sections A and B and all questions from Section C.

Course Outcomes:

- To understand the fundamentals of Object-Oriented Programming (OOP).
- To learn C++ syntax and semantics for writing OOP-based code.
- To apply OOP concepts in designing real-world applications.
- Apply object-oriented programming principles to develop modular and reusable code using C++ classes and objects.
- Demonstrate the use of advanced C++ features such as inheritance, polymorphism, and file handling to solve real-world problems.

SECTION A

Unit 1: Introduction to Object-Oriented Programming

- Introduction to OOP vs. Procedural Programming
- Basic concepts of OOP: Class, Object, Encapsulation, Inheritance, Polymorphism, Abstraction
- Structure of a C++ program
- C++ Data types, Variables, Constants, Operators
- Input/output using `cin` and `cout`

Unit 2: Classes and Objects

- Defining and creating Classes and Objects
- Access Specifiers: `public`, `private`, `protected`
- Member Functions and Data Members
- Constructors and Destructors (Default, Parameterized, Copy)
- `this` pointer

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Pranayama, meaning, definition of pranayama and its types.

- this pointer

Unit 3: Function Overloading and Operator Overloading

- Function Overloading
- Operator Overloading: Unary and Binary operators
- Friend Functions and Friend Classes

SECTION B

Unit 4: Inheritance

- Types of Inheritance: Single, Multilevel, Multiple, Hierarchical, Hybrid
- Constructor and Destructor in Inheritance
- Overriding member functions
- protected access modifier
- Use of virtual keyword

Unit 5: Polymorphism and Virtual Functions

- Compile-time and Runtime Polymorphism
- Function Overriding
- Virtual Functions and Pure Virtual Functions
- Abstract Classes
- Virtual Destructors

Unit 6: File Handling and Templates

- File streams: ifstream, ofstream, fstream
- Opening, Reading, Writing, and Closing files
- File modes
- Function Templates and Class Templates

Text/Reference Books

1. **E. Balagurusamy**, Title: *Object Oriented Programming with C++* Publisher: McGraw Hill Education
2. **Yashavant Kanetkar**, Title: *Let Us C++*, Publisher: BPB Publications.
3. **Bjarne Stroustrup**, Title: *The C++ Programming Language*, Publisher: Addison-Wesley.
4. **Robert Lafore**, Title: *Object-Oriented Programming in C++*, Publisher: Sams Publishing.
5. **Herbert Schildt**, Title: *C++: The Complete Reference*, Publisher: McGraw Hill.

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BCA202T: MAJ CC – WEB DEVELOPMENT USING WORDPRESS

Total Marks: 100

External Examination: 70

Internal Assessment: 30

Credits: 4

Maximum Time: 3 Hrs.

Minimum Pass Marks: 35%

Lectures to be delivered: 55-60 Hrs

L:4 T:0 P: 0

Instructions for Paper-Setter:

The question paper will consist of three sections: A, B, and C. Sections A and B will each contain four questions based on their respective sections of the syllabus and will carry 30% of the total marks each. Section C will comprise 6 to 12 short answer-type questions, covering the entire syllabus uniformly, and will carry the remaining 40% of the total marks.

Instructions for Candidates:

Candidates are required to attempt any two questions from each of Sections A and B and all questions from Section C.

Course Outcomes:

- Understand the basic concepts of web development and the role of WordPress as a content management system (CMS).
- Install, configure, and manage a WordPress website on both local and live servers.
- Create and customize web pages, posts, menus, themes, and widgets to build a dynamic and user-friendly website.
- Utilize plugins to enhance website functionality, including SEO, contact forms, galleries, and backups.
- Design and deploy a complete, responsive website using WordPress based on real-world requirements.

SECTION-A

Introduction to WordPress: What is WordPress? Features and advantages Self-hosted WordPress.org vs. WordPress.com

Domain and Hosting Basics: What is a domain name? Web hosting overview, Installing WordPress on a local server (XAMPP/WAMP) or live server

Understanding the WordPress Dashboard: Admin interface overview, Posts vs. Pages, Media, Comments, Users, and Settings

Themes and Customization: Installing and activating themes, Customizing themes using WordPress Customizer, Introduction to child themes

Plugins: Installing and activating plugins, Essential plugins (SEO, security, contact form, etc.), Managing and updating plugins

Website Management: Backup and restore, Updates and security best practices, SEO basics and performance optimization

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SECTION – B

WordPress Installation: Installing WordPress locally or on a web server.

Creating a Basic Website: Setting up homepage and menu, Creating posts and pages, Using categories and tags.

Theme Customization: Editing header, footer, widgets, and sidebar, Using the block editor (Gutenberg)

Using Plugins: Installing plugins like Yoast SEO, Contact Form 7, WPForms, Creating a contact page with forms, Adding a gallery, slider, or portfolio section.

Blog and News Section: Setting up a blog page, Creating and managing blog posts, Enabling comments and moderation.

Text/Reference Books:

1. **Brad Williams, David Damstra, and Hal Stern**, Title: *Professional WordPress: Design and Development*, Publisher: Wiley.
2. **Joe Casabona**, Title: *Building WordPress Themes from Scratch*, Publisher: Self-published / Wrox.
3. **Lisa Sabin-Wilson**, Title: *WordPress All-in-One For Dummies*, Publisher: Wiley.
4. **Jesse Friedman**, Title: *WordPress: The Missing Manual*, Publisher: O'Reilly Media.

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BCA203T: MAJ CC E-COMMERCE & DIGITAL MARKETING

Total Marks: 100

External Examination: 70

Internal Assessment: 30

Credits: 4

Maximum Time: 3 Hrs.

Minimum Pass Marks: 35%

Lectures to be delivered: 55-60Hrs

L:4 T:0 P: 0

Instructions for Paper-Setter:

The question paper will consist of three sections: A, B, and C. Sections A and B will each contain four questions based on their respective sections of the syllabus and will carry 30% of the total marks each. Section C will comprise 6 to 12 short answer-type questions, covering the entire syllabus uniformly, and will carry the remaining 40% of the total marks.

Instructions for Candidates:

Candidates are required to attempt any two questions from each of Sections A and B, and all questions from Section C.

Course Outcomes:

- Define E-commerce and explain its advantages and disadvantages.
- Differentiate between E-commerce and traditional commerce.
- Identify various applications of E-commerce in real-world scenarios.
- Explain the concepts of B2C, B2B, C2C, and C2B E-commerce models.
- Analyze their roles and impacts in various business environments.

SECTION – A

Unit 1: Introduction to E-Commerce

- Meaning, Scope, and Features of E-Commerce
- Types of E-Commerce: B2B, B2C, C2C, C2B, B2G
- Advantages and Limitations of E-Commerce
- E-Commerce vs. Traditional Commerce
- E-Commerce Business Models

Unit 2: E-Commerce Infrastructure

- Hardware and Software Requirements
- Payment Gateways and Online Payment Methods
- Security Issues in E-Commerce (SSL, encryption, firewalls)
- Legal and Ethical Issues in E-Commerce
- E-Commerce Website Design Basics

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SECTION-B

Unit 3: Introduction to Digital Marketing

- Meaning and Importance of Digital Marketing
- Traditional Marketing vs. Digital Marketing
- Types of Digital Marketing: SEO, SEM, Social Media Marketing, Email Marketing, Content Marketing, Affiliate Marketing
- Buyer's Journey and Marketing Funnel

Unit 4: Search Engine Optimization (SEO)

- Introduction to Search Engines and How They Work
- On-Page and Off-Page SEO
- Keywords and Meta Tags
- Google Search Console & Google Analytics (Introduction)

Unit 5: Social Media and Email Marketing

- Role of Social Media in Marketing
- Platforms: Facebook, Instagram, LinkedIn, Twitter, YouTube
- Email Marketing Tools and Strategies
- Introduction to Paid Advertising (Google Ads, Facebook Ads)

Text/Reference Books:

1. **Ravi Kalakota, Andrew B. Whinston:** Frontiers of Electronic Commerce, Addison Wesley.
2. **Efraim Turbon, Jae Le, David King, Chung:** Electronic Commerce- A managerial perspective, Prentice-Hall International.
3. **Gary P. Schneider, James T. Perry:** Electronic Commerce
4. **Seema Gupta,** Title: *Digital Marketing*, Publisher: McGraw Hill Education.
5. **Philip Kotler, Hermawan Kartajaya, Iwan Setiawan,** Title: *Marketing 4.0: Moving from Traditional to Digital*, Publisher: Wiley.

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BCA204P:-MAJ LAB -2: SOFTWARE LAB – II (BASED ON BCA201T)

Total Marks: 50

External Examination: 35

Internal Assessment: 15

Credits: 2

Maximum Time: 3 Hrs.

Minimum Pass Marks: 35%

Lectures to be delivered: 55-60 Hrs

L:0 T:0 P: 4

This laboratory course will comprise as exercises to supplement what is learnt under paper BCA201T:(Object Oriented Programming using C++). Students are required to develop the various programs to understand the concepts and a practical file with internal documentation:

The breakup of marks for the practical will be as under

i.	Internal Assessment	30% Marks
ii.	Viva Voce (External Evaluation)	30% Marks
iii.	Lab Record, Program Development and Execution (External Evaluation)	30% Marks
iv.	Lab Attendance	10% Marks

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Asian Educational Institute
(An Autonomous College)

ਪੇਪਰ - ਪੰਜਾਬੀ ਲਾਜ਼ਮੀ

PAPER: PUNJABI COMPULSORY (BCA 205 T)

ਬੀ.ਸੀ.ਏ. ਭਾਗ- ਪਹਿਲਾ, ਸਮੇਸਟਰ ਦੂਜਾ

ਵਿਸ਼ਾ ਕੋਡ

ACADEMIC SESSION 2025-26

ਕੁਲ ਅੰਕ 100
ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ 30
ਬਾਹਰੀ ਪ੍ਰੀਖਿਆ 70 ਅੰਕ
ਸਮਾਂ: 3 ਘੰਟੇ

ਵਿਸ਼ੇ ਵਿੱਚੋਂ ਪਾਸ ਹੋਣ ਲਈ ਅੰਕ 35%
ਅੰਕ ਅਧਿਆਪਨ 06 ਪੀਰੀਅਡ ਪ੍ਰਤੀ ਹਫ਼ਤਾ
ਕੁੱਲ 04 ਕ੍ਰੈਡਿਟ

ਪਾਠਕ੍ਰਮ ਅਤੇ ਪਾਠ ਪੁਸਤਕਾਂ

ਭਾਗ - ਓ

ਭਾਗ - ਓ ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ, ਸੰਪਾ. ਡਾ. ਜੋਗਿੰਦਰ ਸਿੰਘ ਪੁਆਰ, ਡਾ. ਪਰਮਜੀਤ ਸਿੰਘ ਸਿੱਧੂ (ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ)

12+12=ਅੰਕ

ਭਾਗ - ਅ

ਭਾਗ -ਅ 1. ਵਿਗਿਆਨ ਸਿੱਖਿਆ ਅਤੇ ਅਧਿਆਪਨ ਦਾ ਭਾਸ਼ਾਈ ਪੱਖ, ਮਾਤ ਭਾਸ਼ਾ ਅਤੇ ਵਿਗਿਆਨ ਸਿੱਖਿਆ, ਅਧਿਆਪਨ ਅਤੇ ਮਾਤ ਭਾਸ਼ਾ, ਕੰਪਿਊਟਰ/ਵਿਗਿਆਨ ਦੀ ਪੜ੍ਹਾਈ ਦਾ ਜਨਤਕ ਪਾਸਾਰ, ਕੰਪਿਊਟਰ ਸਾਖਰਤਾ, ਤਕਨੀਕੀ ਵਿਕਾਸ ਅਤੇ ਤਕਨੀਕੀ-ਗਿਆਨ ਅਤੇ ਇੰਟਰਨੈਟ ਸੁਵਿਧਾ ਦੀ ਬਰਾਬਰੀ ਦਾ ਅਧਿਕਾਰ ਆਦਿ ਵਿਸ਼ਿਆਂ ਉੱਤੇ ਪੇਰਾ ਰਚਨਾ/ਸੰਖੇਪ ਅਖਬਾਰੀ ਲੇਖ

12 ਅੰਕ

ਭਾਗ ਅ 2 ਕੰਪਿਊਟਰ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ:

ਓ) ਕੰਪਿਊਟਰ ਅਤੇ ਇੰਟਰਨੈਟ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ (100 ਸ਼ਬਦ): ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ

06 ਅੰਕ

ਅ) ਗਿਆਨ ਵਿਗਿਆਨ ਅਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਦੂਜੀਆਂ ਭਾਸ਼ਾਵਾਂ ਦੀ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ ਵਿੱਚੋਂ ਸ਼ਬਦ-ਉਧਾਰ ਦੇ ਤਰੀਕੇ: ਤਤਸਮ ਅਤੇ ਤਦਤਵੀਕਰਨ, ਤਤਸਮ ਸ਼ਬਦ-ਉਧਾਰ ਅਤੇ ਸ਼ਬਦਜੋੜਾਂ ਦਾ ਟਕਸਾਲੀਕਰਨ

06 ਅੰਕ

ਭਾਗ - ਬ

ਪਾਠਕ੍ਰਮ ਦੇ ਭਾਗ ਓ ਅਤੇ ਭਾਗ ਅ ਵਿੱਚੋਂ 11 ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ।

22 ਅੰਕ

ਅੰਕ ਵੰਡ ਅਤੇ ਪੇਪਰ ਸੈਂਟਰ ਲਈ ਹਦਾਇਤਾਂ

1. ਪਾਠਕ੍ਰਮ ਦੇ ਦੋ ਭਾਗ ਓ ਅਤੇ ਅ ਹਨ ਪਰ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਨੂੰ ਤਿੰਨ ਭਾਗਾਂ ਓ, ਅ ਅਤੇ ਬ ਵਿੱਚ ਵੰਡਿਆ ਜਾਵੇਗਾ। ਭਾਗ ਓ ਵਿੱਚੋਂ (i) ਕਿਸੇ ਇੱਕ ਦਾ ਵਿਸ਼ਾ/ਸਾਰ ਜਾਂ ਰਚਨਾ ਬਾਰੇ ਪਾਠਕੀ ਪ੍ਰਭਾਵ ਬਾਰੇ ਪ੍ਰਸ਼ਨ। (ਤਿੰਨ ਵਿੱਚੋਂ ਇੱਕ) 12 ਅੰਕ

(ii) ਨਿਬੰਧਾਂ ਵਿਚਲੇ ਵਿਚਾਰਾਂ ਸਬੰਧੀ ਛੋਟੇ ਉੱਤਰਾਂ ਵਾਲੇ ਪ੍ਰਸ਼ਨ। (ਚਾਰ ਵਿੱਚੋਂ ਦੋ) $2 \times 6 = 12$

2. ਭਾਗ ਅ-1 ਵਿਚ 3 ਵਿਸ਼ਿਆਂ ਵਿੱਚੋਂ 1 'ਤੇ ਪੇਰਾ ਰਚਨਾ/ਸੰਖੇਪ ਅਖਬਾਰੀ ਲੇਖ ਲਿਖਣ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। 12 ਅੰਕ

ਭਾਗ ਅ-2 (i) ਵਿੱਚ 10 ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦੇ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਦੀ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ। $2 \times 6 = 12$

3. ਭਾਗ ਅ-2 (ii) ਵਿੱਚੋਂ ਦੋ ਪ੍ਰਸ਼ਨ ਪੁੱਛ ਕੇ ਉਨ੍ਹਾਂ ਵਿੱਚੋਂ ਵਿਦਿਆਰਥੀ ਨੂੰ ਇੱਕ ਪ੍ਰਸ਼ਨ ਕਰਨ ਲਈ ਕਿਹਾ ਜਾਵੇਗਾ।

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4. ਭਾਗ-ੲ ਪਾਠ ਪੁਸਤਕ ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ ਅਤੇ ਭਾਗ ਅ 2 ਵਿਚੋਂ ਸੰਖੇਪ ਉੱਤਰਾਂ ਵਾਲੇ 11 (ਪਾਠ ਪੁਸਤਕ ਚੋਣਵੇਂ ਪੰਜਾਬੀ ਨਿਬੰਧ ਵਿਚੋਂ 6 ਅਤੇ ਕੰਪਿਊਟਰ ਤੇ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿਚੋਂ 5) ਪ੍ਰਸ਼ਨ ਪੁੱਛੇ ਜਾਣਗੇ। ਵਿਦਿਆਰਥੀ ਨੇ ਸਾਰੇ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਸੰਖੇਪ ਉੱਤਰ ਦੇਣੇ ਹੋਣਗੇ। ਹਰੇਕ ਪ੍ਰਸ਼ਨ ਦੇ 2 ਅੰਕ ਹੋਣਗੇ।

11x2 = 22

ਨੋਟ: ਅੰਦਰੂਨੀ ਮੁਲਾਂਕਣ ਦੇ ਅੰਕਾਂ ਵਿਚੋਂ ਅਸਾਈਨਮੈਂਟ ਦੇ ਕਾਰਜ ਲਈ ਪੰਜਾਬੀ ਵਿਚ ਕੰਪਿਊਟਰ ਅਤੇ ਇੰਟਰਨੈੱਟ ਨਾਲ ਸਬੰਧਿਤ ਅਖਬਾਰੀ ਲੇਖਾਂ, ਮਿਡਲਾਂ ਅਤੇ ਬਲੋਗ-ਰਚਨਾਵਾਂ ਦੀ 20-25 ਪੰਨਿਆਂ ਦੀ ਸਕਰੈਪ ਬੁੱਕ ਤਿਆਰ ਕਰਵਾਈ ਜਾਵੇਗੀ। ਉਸ ਦੇ ਅਧਾਰ 'ਤੇ ਅਸਾਈਨਮੈਂਟ ਦੇ ਅੰਕ ਲਗਾਏ ਜਾਣਗੇ। ਮੌਲਿਕ ਲੇਖਣੀ ਨੂੰ ਤਰਜ਼ੀਹ ਦਿੱਤੀ ਜਾਵੇ।

ਕੰਪਿਊਟਰ ਤੇ ਇੰਟਰਨੈੱਟ ਨਾਲ ਸਬੰਧਿਤ ਤਕਨੀਕੀ ਸ਼ਬਦਾਵਲੀ:

1.	E-mail Address	ਬਿਜਲ-ਡਾਕ-ਪਤਾ	28.	Keyword	ਕੁੰਜੀ-ਸ਼ਬਦ
2.	Explorer	ਜਾਂਚ-ਪੜਤਾਲਕ	29.	Landline Phone	ਜਮੀਨੀ-ਦੂਰਭਾਸ਼-ਯੰਤਰ
3.	External memory	ਬਾਹਰਵਰਤੀ ਯਾਦ ਜਾਂ ਸਮ੍ਰਿਤੀ	30.	Line spacing	ਸਤਰ-ਦੂਰੀ
4.	File	ਮਿਸਲ	31.	Mail ID	ਡਾਕ-ਪਛਾਣ
	File clean up	ਮਿਸਲ ਸੇਧ ਕਾਰਜ	32.	Margin	ਹਾਸੀਆ
6.	File recovery	ਮਿਸਲ ਪੁਨਰ ਪ੍ਰਾਪਤੀ	33.	Matter	ਸਮੱਗਰੀ
7.	Folder	ਮਿਸਲ-ਪਟਾਰਾ	34.	Memory	ਯਾਦ
8.	Format	ਖਾਂਚਾ	35.	Memory Card	ਯਾਦ-ਪੱਤਾ
9.	Frequency	ਦੁਹਰਾਅ-ਦਰ, ਆਵ੍ਰਿਤੀ	36.	Menu	ਆਦੇਸ਼-ਸੂਚੀ
10.	Function key	ਪ੍ਰਕਾਰਜ ਕੁੰਜੀ	37.	Microphone	ਧੁਨੀ-ਆਗਤ-ਜੰਤਰ, ਆਈਕਰੋਫੋਨ
11.	Game theory	ਖੇਡ ਸਿਧਾਂਤ	38.	Missed Call	ਬੇਜਵਾਬ-ਘੰਟੀ, ਖੁੰਝੀ-ਸੱਦ
12.	Gallery	ਗਲਿਆਰਾ	39.	Mobile	ਜੇਬੀ
13.	Hack	ਸੰਨ੍ਹ-ਮਾਰਨਾ, ਸੋਧ-ਲਾਉਣਾ	40.	Mobile number	ਜੇਬੀ (ਫਿਰਤੂ-ਸਫਰੀ-ਮੋਬਾਈਲ) ਅੰਕ
14.	Hacker	ਸੰਨ੍ਹਮਾਰ, ਸੋਧਮਾਰ	41.	Network	ਪ੍ਰਸਾਰ ਪ੍ਰਣਾਲੀ
15.	Hand set	ਜੇਬੀ-ਇਕਾਈ, ਹੱਥ-ਉਪਕਰਣ	42.	Notification	ਸੰਖੇਪ-ਸੂਚਨਾ, ਸੂਚਨਾ ਕਰਨ
16.	Hard Disk	ਸਖਤ-ਤਵਾ, ਠੋਸ-ਚੱਕਲੀ	43.	Numbering	ਅੰਕਕਾਰੀ
17.	Hardware	ਭੌਤਿਕ-ਭਾਗ, ਕਲ-ਪੁਰਜੇ	45.	Offline	ਜਾਲ-ਨਿਸ਼ੇਧ, ਅਚੁੜਿਆ
18.	Home Page	ਮੁੱਖ-ਪੰਨਾ	46.	One Drive	ਇੱਕ-ਚਾਲਕ
19.	Home screen	ਮੁੱਖ-ਸਤਾਹ	47.	Online	ਜਾਲ-ਸਬੰਧ, ਚੁੜਿਆ
20.	Inbox	ਆਗਤ-ਬਕਸਾ	48.	Operating System	ਸੰਚਾਲਨ-ਪ੍ਰਣਾਲੀ
21.	Input	ਆਗਤ	49.	Optical character reader	ਵਰਤੋਕਾਰ
22.	Install	ਲਾਗੂ ਕਰਨਾ	50.	Option	ਪਕਾਸੀ ਲਿੱਪੀ-ਚਿੰਨ ਪਾਠਕ
23.	Internet	ਅੰਤਰਜਾਲ	51.	Output	ਵਿਕਲਪ
24.	Internet Explorer	ਅੰਤਰਜਾਲ-ਜਾਂਚ-ਪੜਤਾਲਕ	52.	Painting	ਨਤੀਜਾ
25.	Italic	ਟੇਢਾ	53.	Password	ਚਿਤਰਕਲਾ
26.	Key	ਬਟਣ	54.	Paste	ਚੰਬੜਨਾ
27.	Keyboard	ਬਟਣ-ਹੱਟਾ	55.	Pattern	ਨਮੂਨਾ

56.	PC	ਨਿੱਜੀ-ਗਣਕ-ਜੰਤਰ	91.	Underline	ਸਤਰਾਂਕਿਤ
57.	Pen drive	ਅੰਕੜਾ-ਕਿੱਲੀ	92.	Update	ਆਧੁਨਿਕੀਕਰਨ
58.	Photography	ਚਿਤਰਕਸ਼ੀ	93.	Upload	ਚੜ੍ਹਾਉਣਾ
59.	Picture Gallery	ਚਿਤਰ-ਗਲਿਆਰਾ	94.	USB	ਸਰਬ-ਕ੍ਰਮ-ਚਾਲਕ
60.	Pixel	ਚਿਤਰ-ਅੰਸ਼	95.	Video	ਸਚਿੱਤਰ
61.	Portable	ਚੱਕਵਾਂ	96.	Wall Paper	ਪਰਤ-ਪੱਤਰ
62.	Presentation	ਪੇਸ਼ਕਸ਼	97.	Website	ਜਾਲ-ਟਿਕਾਣਾ
63.	Processor	ਪ੍ਰਕਿਰਿਆ-ਇਕਾਈ	98.	Window	ਝਰੇਖਾ
64.	Programme	ਆਦੇਸ਼ਕਾਰੀ, ਅਮਲਕਾਰੀ	99.	Windows Explorer	ਝਰੇਖਾ-ਪ੍ਰਦਰਸ਼ਕ
65.	Record	ਇਕੱਤਰ-ਅੰਕੜੇ	100.	Wireless	ਤਾਰਹੀਣ
66.	Removable Disk	ਹਟਾਉਣਯੋਗ-ਤਵਾ	101.	Word Processor	ਸ਼ਬਦ-ਅਮਲਕਾਰੀ
67.	Ring tone	ਘੰਟੀ-ਧੁਨ			
68.	Row	ਪਾਲ			
69.	Save	ਸੁਰੱਖਿਅਤ ਕਰਨਾ			
70.	Scanner	ਪ੍ਰਤੀਬਿੰਬਕ			
71.	Screen	ਸਤਹ			
72.	Screen saver	ਚਾਲੂ-ਸਤਹ-ਪੱਤਰ (ਚਿਤਰ)			
73.	Scroll	ਘੁਮਾਉਣਾ			
74.	Search	ਲੱਭਣਾ			
75.	Search Bar	ਖੋਜ-ਪੱਟੀ			
76.	Search Engine	ਖੋਜ-ਇੰਜਣ			
77.	Security	ਸੁਰੱਖਿਆ			
78.	SIM Card	ਗਾਹਕ-ਪਛਾਣ-ਪੱਤਾ			
79.	Slide Show	ਸਰਕਵਾਂ-ਪ੍ਰਦਰਸ਼ਣ			
80.	Smart	ਆਧੁਨਿਕ			
81.	SMS	ਸੰਖੇਪ-ਸਨੇਹਾ-ਸੇਵਾ			
82.	Software	ਆਦੇਸ਼ਕਾਰੀ			
83.	Speaker	ਧੁਨੀ-ਨਤੀਜਾ-ਯੰਤਰ			
84.	Spell Checker	ਸ਼ਬਦ-ਜੋੜ ਜਾਂਚਕ			
85.	Spread Sheet	ਵਿਸਥਾਰੀ-ਤਲ-ਅਮਲਕਾਰੀ			
86.	Storage Device	ਸੰਗ੍ਰਹਿਤ ਯੰਤਰ			
87.	Text	ਲਿਖਤ			
88.	Tool Box	ਸੰਦ-ਬਕਸਾ			
89.	Touch Technique	ਛੋਹ-ਤਕਨੀਕ			
90.	Type	ਅਕਸ਼ੀਕਰਣ			

ASIAN EDUCATIONAL INSTITUTE
(An Autonomous College)

FOR SESSION:-2025-26

Subject Code :BAEC21T

B.C.A Part — I (Semester II)

General English - II (BAEC2T)

Credits :02

Total Marks: 50

Time: 1.5 Hours.

External Examination:35 Marks

Internal Examination :15 Marks

Mini Pass Marks :35%.

COURSE CONTENT

UNIT I Composition and Writing Skills. Orient Black swan 2016.

1. Section One: Composition

a) Letter Writing -Official (or Formal) Letters

b) E-mails

c) Essay writing

d) Summary writing

2. Section Two: Vocabulary

Basic Vocabulary- List A (Pages 153-157)

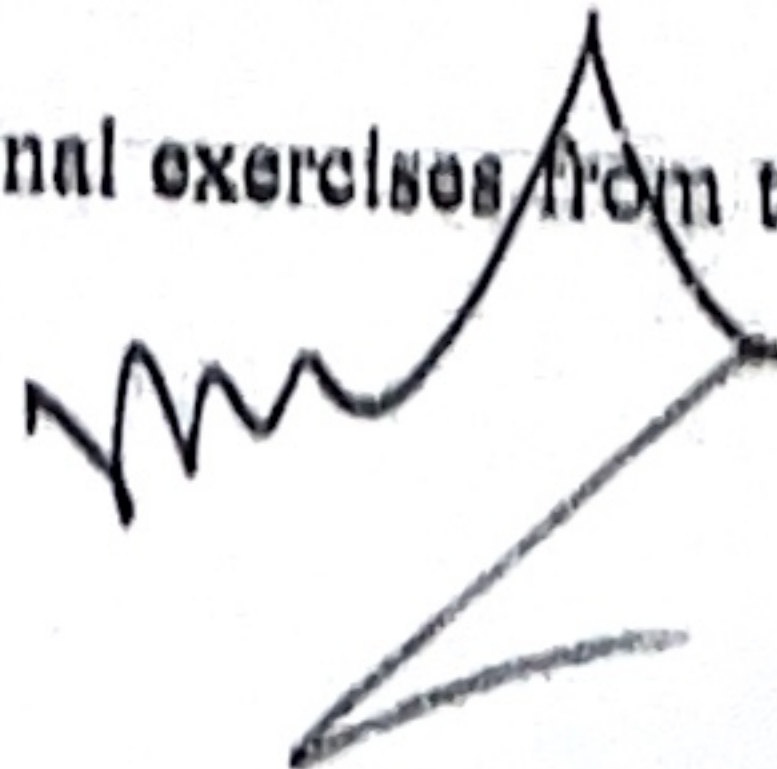
UNIT II The following texts are prescribed:

Interchange, 5th Edition (with digital puck) vol. I Cambridge University Press, 2021 (Units 9-13)

1. Unit -9 What does she look like?
2. Unit-10 Have you ever been there?
3. Unit- 11 It's a really nice city.
4. Unit-12 It's important to get rest.
5. Unit-13 What would you like?

English Grammar in Use, 5 Edition by Raymond Murphy. Cambridge University Press, 2019. The following units are to be studied:

Units 82-91 and Appendices 5 and 6, Additional exercises from the book that are relevant to the prescribed Units.



TESTING

UNIT-I

1. The student Will write an e-mail or official (formal) letter. The candidate shall attempt any one out of the given two. (6 Marks)
2. There Will be one lengthy question with an internal choice on essay writing/ Summary Writing .The answer should be in about 350-400 words. (6 Marks)

UNIT-II

3. This question will carry Six incomplete sentences to be set from prescribed units of English in Use, The students will Complete [he given sentences. Each shall carry one mark. (6marks)
4. This question will pertain to answer the questions based on an unseen passage. Each question shall carry one mark. (6marks)

UNIT-III

5. Read the situation and complete the conversation. The conversation will carry Six incomplete sentences that can be set from one of the prescribed texts. (6 marks)
 - 6 The students will use any Five words out of the given eight to make sentences that will be set from the Basic Vocabulary-List A from Composition and Writing Skills, Each sentence shall carry one Mark. (5 Marks)
- mm*

BCA207P:-SEC- 2: EFFECTIVE PRESENTATION SKILLS

Total Marks: 100

External Examination: 70

Internal Assessment: 30

Credits: 3

Maximum Time: 3 Hrs.

Minimum Pass Marks: 35%

Lectures to be delivered: 55-60Hrs

L:1

T:0

P: 4

1) Introduction to Presentation Software: PowerPoint, LibreOffice, Google Slides, Canva,

- Basics of Presentation Interface, Creating and saving a presentation
- Understanding slides, layouts, and templates, Using slide sorter and outline views

2) Designing Effective Slides

- Text formatting and bulleting, Using themes, backgrounds, and color schemes
- Inserting and editing images, shapes, icons, SmartArt and charts for data visualization

3) Enhancing Presentations

- Adding transitions and animations, Embedding audio and video
- Using hyperlinks and action buttons, Slide Master and custom templates

4) Presentation Planning & Structure

- Structuring a presentation: Introduction, Body, Conclusion, Slide content planning: Less text, more visuals
- Principles of effective visual communication, Common design mistakes to avoid

5) Presentation Delivery Skills

- Public speaking fundamentals, Voice modulation, body language, and eye contact
- Handling audience questions, Practicing with timer and rehearsing slide show

6) Practical Exercises & Final Project

- Create presentations for different purposes:
 - Academic topic
 - Product pitch
 - Event invitation
 - Report summary
 - Final Individual Presentation: 5–10 slides on a topic of choice
 - Peer Review and Self-evaluation



The breakup of marks for the course:

i.	Internal Assessment	30 Marks
ii.	Viva Voce (External Evaluation)	30 Marks
iii.	Lab Record, Program Development and Execution(External Evaluation)	30 Marks
iv.	Lab Attendance	10 Marks

✓