



## Department of Computer Science and Engineering National Institute of Technology Tiruchirappalli

1. Course Outline			
<b>Course Title</b>	Business Communication		
<b>Course Code</b>	CA 703		
<b>Department</b>	Humanities	<b>No. of Credits</b>	2
<b>Pre-requisites Course Code</b>	None	<b>Faculty Name</b>	Dr. R. Joseph Dr Sathyaraj V.
<b>Course Co-ordinator</b>	Dr. R. Joseph		
<b>E-mail</b>	joseph@nitt.edu sathya@nitt.edu	<b>Telephone No.</b>	3691/3699
<b>Course Type</b>	Core Laboratory Course		

### 2. Course Overview

This practical course aims to create awareness of business contexts and further to equip the students with interpersonal skills as per professional requirements.

### 3. Course Objectives

- Equip students with effective communication and interpersonal skills as per professional requirements
- Develop and enhance key employability skills
- Identify and prepare oral presentations and written documents to meet the requirements of the audience
- Improve reading skills

### 4. Course Outcomes (CO)

- Exhibit skills in interpersonal communication

- Demonstrate improved reading skills
- Improve business writing skills
- Feel confident giving business presentations
- Understand key employability challenges

## 6. Course Teaching and Learning Activities

Week 1 and 2	Business Letter Writing: Preparing Cover Letter and Resume
Week 3 and 4	Oral Presentations and Group Discussion
Week 5 and 6	Job Interview
Week 7 and 8	Reading Skills
Week 9 and 10	Telephone Skills and Negotiation Skills

The assessment in this course is practical.

Oral presentation	-	20 marks
Written assignments	-	30 marks
Team/group work	-	20 marks
Final examination	-	30 marks [60 minutes]

## 8. Course Exit Survey (mention the ways by which the feedback about the course is assessed and indicate the attainment level)

- Feedback could be provided during class committee meeting.
- Course Outcome Survey form will be distributed and the feedback on various rubrics will be analysed.

## 9. Course Policy (including plagiarism, academic honesty, attendance, etc.)

### Consultation

Students can meet the concerned faculty on a mutually convenient time. Prior appointment with faculty is mandatory.

**Attendance**

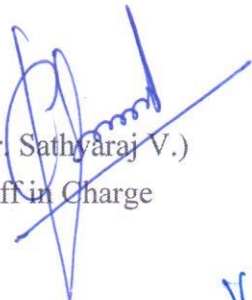
85% attendance required. 15% may be relaxed on medical emergency.  
Attendance during assessment is compulsory.

**Plagiarism Policy**


At the beginning of the course, the students would be explained about plagiarism and its consequences. The student's grade with respect to the particular assignment shall be reduced.

**For Senate's Consideration**

**Course Faculty**



(Dr. Sathyaraj V.)  
Staff in Charge



(Dr. R. Joseph)

~~Class Committee Chairperson~~



HoD



Dr. V. GAYATHRI  
Class Committee Chairperson.