Department of Computer Science and Engineering
National Institute of Technology Tiruchirappalli

1. Course Outline

Course Title	Business Communication
Course Code	CA 703

Department	Humanities and Social Sciences	**No. of Credits**	2
Pre-requisites Course Code	None	**Faculty Name**	Dr. R. Joseph Ponniah Dr. Sathyaraj V
Course Co-ordinator	Dr. R. Joseph Ponniah		
E-mail	joseph@nitt.edu sathya@nitt.edu	**Telephone No.**	3695/3699
Course Type	Core/Practical course		

2. Course Overview

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

3. Course Objectives

- Equip students with effective communication and interpersonal skills as per business requirements

- Develop and enhance key communication skills

- Identify and prepare oral presentations and written documents to meet the requirements of the audience

4. Course Outcomes (CO)

- Exhibit skills in interpersonal communication

- Demonstrate improved reading skills

- Improve writing skills

- Enchance listening skills

- Feel confident giving oral presentations

- Understand key professional challenges

6. Course Teaching and Learning Activities

Week 1 and 2	Business Letter Writing: Cover Letters and CV/Resume
Week 3 and 4	Telephone Skills
Week 5 and 6	Oral Presentations
Week 7 and 8	Reading Skills
Week 9 and 10	Negotiation Skills
Week 11	End semester examination

The assessment in this course is practical.

Written assignments	-	30 marks
Team/group work	-	30 marks
Final examination	-	40 marks

Total: 100 marks

8. Course Exit Survey (mention the ways by which the feedback about the course is assessed and indicate the attainment level)
- Feedback will be provided during class committee meeting.
- Course Outcome Survey at the end of the semester.

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