



# The Islamia University of Bahawalpur

RYK Campus, Rahim Yar Khan, Pakistan Ph: +92 - 68 - 9239042

## Tentative Course Plan DEPARTMENT OF Computer Science, RYK Campus

Class: MCS

Semester: 1

Session: 2020-2022(spring)

Instructor	Balqees Sattar		Email: ayeshab107gmail.com	
Course Title	Technical&Business Writing		Program	MCS
Course Code	CSIT-21105		Credit Hours	3
Lecture	Thursday(10:00am to 11:30pm) and Friday (10:00am to 11:30pm), Room# 04			
<b>Course Objective:</b> This course is about technical and business writing to familiarize the students with the fundamentals of essay writing. The goals are to develop the skills to have knowledge of essay and report writing.				
<b>Course Outcomes:</b> After studying this course students will be able to:				
<ul style="list-style-type: none"><li>• To work under the current conditions of dynamic environment</li><li>• To face challenges of the current condition.</li><li>• To know the theoretical as well as practical aspects of managerial decision making.</li></ul>				
<b>Methods of Teaching</b> <ul style="list-style-type: none"><li>• Lectures</li><li>• Assigned readings</li><li>• Case Discussion and Analysis</li><li>• Assignments</li><li>• Web-assisted instruction</li></ul>				
Resource Material	1.Books Prescribed:Writing.Advanced by Ron White. Oxford Supplementary Skills.			
Resource	2.Reference Book		3.Research Papers	
Resource	i	College Writing Skills by John Langan	i	
Resource	ii		ii	
Resource	4.Hot Research Papers		5.Web Resources	
Resource	i		i	
Resource	ii		ii	
Office Help Hours	Thursday: 01:00pm-02:00pm			
Grading	Exam (Date to be announced) Mid- Exam (30%) Final Exam (50%) Problem Session/Assignments (20%)			
Problem Session	Tuesday: 01:00pm-02:30pm Room# 01			
SEQUENCE OF TOPICS TO BE COVERED				
Lecture Date	Session #	Topics (outline of main topics and sub topics)	Chapter #	Tutorial /Laboratory
Feb24-Mar01	1 & 2	Introduction to Essay, Components of Essay	Notes	
Mar02-Mar08	3 & 4	Planning of essay. Tips for writing an effective essay.	Notes	
Mar09-Mar15	5 & 6	Types of Essay: Descriptive Essay,Compare and Contrast Essay,Argumentative Essay,Narrative Essay	Notes	
Mar16-Mar22	7 & 8	Defining Technical Communication, Features of Academic writing and Technical Communication	Notes	
Mar23-Mar29	9 & 10	Technical Communication Process, 7C's	Notes	
Mar30-Apr05	11 & 12	Writing Skills	Notes	
Apr06-Apr12	13 & 14	Organizational communication	Notes	
Apr13-Apr19	15 & 16	Organizational communication	Notes	
Mid Term Exam				

Apr27- May03	17 & 18	Business Reports, Short Report, Long Report	Notes	
May04- May10	19 & 20	Technical Report Writing, Progress Report Writing,	Notes	
May11- May17	21 & 22	What is Research? Types of Research, Research Process	Notes	
May18- May24	23 & 24	Business Letters, Memos and E-mails.CV,Written Communication	Notes	
May25- May31	25 & 26	Research Proposal	Notes	
Jun01- Jun07	27 & 28	How to write a proposal for research paper?	Notes	
Jun08- Jun14	29 & 30	Presentations		
Jun15- Jun21	31 & 32	Presentations		
		<b>Final Term Exam</b>		

**Student Evaluation criteria:**

Attendance	5%
Assignments/Case study	5%
Surprise Test/Sudden Test , Quizzes	5%
Class Participation	5%
Mid Term Paper	30%
Final Term paper	50%
<b>Total</b>	<b>100%</b>

**Student Responsibilities:**

Students must attend class. Failure to attend class may result in failure in the course. Students must also arrive on time and remain in class for the entire period. Cellular Phones and Beeper must be Turned off (Proper classroom decorum [behavior] adopts, Course outlines and calendars explain requirements and assignments, students are responsible for knowing what they say. Students are also responsible for doing all assigned work on time. Excessive absences (more than 15%) will result in “F Grade”. Students may prepare Sketchbook for taking notes and for references.

**Course Instructor**

**Approved by:**

**Dean/ Chairman/ HOD/ Subject Specialist/ Program Coordinator**

