



# 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: BS(CS) Semester:2 Session: Fall(2019-2023)

Instructor	Balqees Sattar	Email: ayeshab107gmail.com		
Course Title	Communication&Presentation Skills		Program	BS(CS)
Course Code	ENGL-1110		Credit Hours	3
Lecture	Monday(01:00pm to 02:30pm) and Friday (11:30pm to 01:00pm), Room# 07			
<b>Course Objective:</b> This course is about communication and presentation Skill to familiarize the students with the fundamentals of communication skills. The goals are to develop the skills of communication and Presentation.				
<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	Principles of writing good English, understanding the composition process	Notes	
Mar02-Mar08	3 & 4	Reading Skills, Business Communication, Planning of message	Notes	
Mar09-Mar15	5 & 6	Writing Skills	Notes	
Mar16-Mar22	7 & 8	Oral communication, verbal and non-verbal communication	Notes	
Mar23-Mar29	9 & 10	Conducting meetings, Small group communication, Taking minutes	Notes	
Mar30-Apr05	11 & 12	Listening Skills	Notes	
Apr06-Apr12	13 & 14	Speaking Skills	Notes	
Apr13-Apr19	15 & 16	Speaking Skills	Notes	
Mid Term Exam				

Apr27- May03	17 & 18	Letters, memo and applications, Letters Formats, Writing Resume	Notes	
May04- May10	19 & 20	Mechanics of Business, Proposals	Notes	
May11- May17	21 & 22	Presentation Skills, Presentation Strategies	Notes	
May18- May24	23 & 24	Defining the objective, scope and audience of the presentation	Notes	
May25- May31	25 & 26	Material gathering, Material organization strategies, Time Management	Notes	
Jun01- Jun07	27 & 28	Opening and concluding ,Use of audio-visual aids	Notes	
Jun08- Jun14	29 & 30	Delivery and Presentation	Notes	
Jun15- Jun21	31 & 32	Presentation	Notes	
		<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**

