

The Islamia University of Bahawalpur

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



Tentative Course Plan

Department Of Management Science, RYK Campus

Class: BBA (Hons)

Semester: 4

Session: 2018-22(Fall)

Instructor	Balqees Sattar		Email: ayeshab107gmail.com	
Course Title	Business Communication-11		Program	BBA
Course Code	DMS-01401		Credit Hours	03
Lecture	Tuesday (10:00 am to 11:30am) and Wednesday (10:00 am to 11:30am), Room# 02			
Course Objective: This course is about business communication to familiarize the students with the fundamentals of business communication. It helps students to develop ability to persuasively communicate to achieve their desired goals.				
Course Outcomes: After studying this course students will be able to: <ul style="list-style-type: none">To work under the current conditions of dynamic environmentTo face challenges of the current condition.To know the theoretical as well as practical aspects of communication skills.				
Methods of Teaching <ul style="list-style-type: none">LecturesAssigned readingsCase Discussion and AnalysisAssignmentsWeb-assisted instruction				
Resource Material	1.Books Prescribed: Business Communication by Khalid Kamran, Business Communication by P.D Chaturvedi			
Resource	2.Reference Book		3.Research Papers	
Resource	i	Business Communication by Herta A. Murphy	i	
Resource	ii	Business Communication by Islam Siddique	ii	
Resource	4.Hot Research Papers		5.Web Resources	
Resource	i		i	
Resource	ii		ii	
Office Help Hours	Thursday: 11:30am-01:00pm			
Grading	Exam (Date to be announced) Mid- Exam (30%) Final Exam (50%) Problem Session/Assignments (20%)			
Problem Session	Thursday: 01:00pm-02:45pm Room# 02			
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,Classification,Purpose,Process of Communication, Elements of communication	Notes	
Mar02-Mar08	3 & 4	Non-Verbal Communication, Methods of Communication:Written,Oral,Electronic	Notes	
Mar09-Mar15	5 & 6	Organizational Communication	Notes	
Mar16-Mar22	7 & 8	Organizational Communication	Notes	
Mar23-Mar29	9 & 10	Writing Skills	Notes	
Mar30-Apr05	11 & 12	Writing Skills	Notes	
Apr06-Apr12	13 & 14	Persuasive Communication	Notes	
Apr13-Apr19	15 & 16	Process of preparing effective business message	Notes	P/1
Mid Term Exam				

Apr27- May03	17 & 18	Interviewing, Interview Purposes, Interviewee Responsibility, Interviewer's Responsibility	Notes	
May04- May10	19 & 20	Direct and Indirect Approach, Beginning and Ending, Opening and Closing Paragraphs,	Notes	
May11- May17	21 & 22	Forming groups for presentations. National Cultural Variables,	Notes	
May18- May24	23 & 24	Main features of a Report, Importance of Report, Purpose of Reports,	Notes	
May25- May31	25 & 26	Preparing Short and Formal Report, CV, Progress Report, Letters, Memos	Notes	
Jun01- Jun07	27 & 28	Managing information within Organization. History of technological development	Notes	
Jun08- Jun14	29 & 30	Confidence Building: Presentation		
Jun15- Jun21	31 & 32	Presentation		
		Final Term Exam		

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%
Total	100%

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

