

TCET/FRM/IP-02/09

Semester Plan
(Theory)

Semester: V

Revision: A
 Course: Electronics

Subject: EXS 506: Business Communication and Ethics

Class: TE Electronics

S.No.	Prerequisite/ Bridge course:	Duration (Week /Hrs)	Modes of Learning	Recommended Sources
1	Basics of English and Communication Skills	2 hours	Self Learning/ Revision	Textbooks: 1. Communication Skills by Meenakshi Raman and Sharma 2. Resource Book- Communication Skills by TCET

Class Room Teaching

Sr. No	Module No.	Lesson No	Topics Planned (Technology to be used)	Teaching Aids Required	Planned /Completion Date	Resource Book Reference	Remarks
1		L 1.1	Semester Orientation: Theory	Power point presentation, Chalk & Board	13-Jul-17		
2		L 1.2	Semester Orientation: Practical	Power point presentation	14-Jul-17		
3		L 1.3	Semester Orientation: OBE	Power point presentation, Chalk & Board	14-Jul-17		
4	Module 6	L 2.1	Group Discussion	Power point presentation, Chalk & Board	17-Jul-17		
5	Module 4	L 2.2	Meetings	Power point presentation, Chalk & Board	21-Jul-17		
6	Module 1	L 3.1	Report Writing: Definition and Importance; Objectives and Language	Power point presentation, Chalk & Board	25-Jul-17		
7	Module 1	L 3.2	Report Writing: Types and Elements	Power point presentation, Chalk & Board	28-Jul-17		
8	Module 1	L 4.1	Report Writing: Memo and Letter Formats	Power point presentation, Chalk & Board	18-Aug-17		
9	Module 1	L 4.2	Report Writing: Project and Survey Formats	Power point presentation, Chalk & Board	22-Aug-17		
10	Module 2	L 5.1	Technical Proposals: Objectives and Parts	Power point presentation,	29-Aug-17		
11	Module 3	L 6.1	Emotional Intelligence	Power point presentation, Chalk & Board	1-Sep-17		
12	Module 3	L 6.2	Time Management	Power point presentation, Chalk & Board	5-Sep-17		
13	Module 3	L 7.1	Assertiveness	Power point presentation, Chalk & Board	8-Sep-17		
14	Module 3	L 7.2	Conflict Resolution	Power point presentation, Chalk & Board	12-Sep-17		
15	Module 3	L 8.1	Negotiation Skills	Power point presentation, Chalk & Board	15-Sep-17		
16	Module 3	L 8.2	Team Building	Power point presentation,	19-Sep-17		

Sr. No	Module No.	Lesson No	Topics Planned (Technology to be used)	Teaching Aids Required	Planned /Completion Date	Resource Book Reference	Remarks
17	Module 3	L 9.1	Leadership Skills	Power point presentation, Chalk & Board	22-Sep-17		
18	Module 3	L 9.2	Motivation	Power point presentation, Chalk & Board	26-Sep-17		
19	Module 3	L 10.1	Cover Letter and Resume	Power point presentation, Chalk & Board	29-Sep-17		
20	Module 6	L 10.2	Presentation Skills and Interview Skills	Power point presentation, Chalk & Board	3-Oct-17		
21	Module 5	L 11.1	Ethical Codes of Conduct in Corporate	Power point presentation,	6-Sep-17		
22	Module 5	L 11.2	Ethical Codes of Conduct in Business	Power point presentation,	10-Oct-17		
23	Module 5	L 12.1	Business Etiquettes	Power point presentation, Chalk & Board	14-Oct-17		
24	Module 5	L 12.2	Professional and Work Etiquettes	Power point presentation, Chalk & Board	17-Oct-17		
Remark:		Syllabus Coverage:		Practice Session: 2		Content Beyond Syllabus: Intrapersonal Skills and conduction of interviews	
Course:							
No. of (lectures planned)/(lecture taken): 24							
Advanced course: Developing Soft Skills and Personality				20 Hours	Online NPTEL videos with Hands on Training in Laboratory	Web sources: 1. NPTEL- https://onlinecourses.nptel.ac.in 2. http://nptel.ac.in/noc/individual_course.php?id=noc17-hs31 Instructor's study material, Textbook reference: Business Correspondence and Report Writing by	

Text Books:

1.1 Business Correspondence and Report Writing by Mohan and Sharma, Oxford U.P.

References:

2.1 Organizational Behaviour: Fred, Luthans; Mc-Graw Hill

2.2 Report Writing for Business: Lesikar, Petit; Mc-Graw Hill

2.3 Managing Soft Skills for Personality Development: Ghosh, b.N. Tata Mc-Graw Hill

Digital Reference:

1 www.nptel.ac.in

2 www.businessball.c

Nivant Kambale

Name & Signature of Faculty

Signature of HOD

Signature of Principal /Dean (Academics)

Date: 21/07/2017

Date:

Date:

Note:

1. Plan date and completion date should be in compliance

2. Courses are required to be taught with emphasis on resource book, course file, text books, reference books, digital references etc.

3. Planning is to be done for 15 weeks where 1st week will be AOP, 2nd -13th for effective teaching and 14th -15th week for effective university examination oriented teaching, mock practice session and semester consolidation.

4. According to university syllabus where lecture of 4 hrs/per week is mentioned minimum 55 hrs and in case of 3 lectures per week minimum 45 lectures are to be engaged are required to be engaged during the semester and therefore accordingly semester planning for delivery of theory lectures shall be planned.

5. In order to improve score in NBA, faculty members are also required to focus course teaching beyond university prescribed syllabus and measuring the outcomes w.r.t learning course and programme objectives.

6. Text books and reference books are available in syllabus. Here only additional references w.r.t. non -digital/ digital sources can be written (if applicable)

7. Technology to be used in class room during lecture shall be written below the topic planned within the bracket.