COURSE DESCRIPTION FORM

INSTITUTION National University of Computer and Emerging Sciences (NUCES-FAST)

PROGRAM (S) TO BE EVALUATED BS(CS)

A. Course Description

(Fill out the following table for each course in your computer science curriculum. A filled out form should not be more than 2-3 pages.)

Course Code	SS-1014
Course Title	Expository Writing
Credit Hours	2+1
Prerequisites by Course(s) and Topics	Functional English
Assessment Instruments with Weights (homework, quizzes, midterms, final, programming assignments, lab work, etc.)	Mid-I: 15 Mid-II: 15 Assignments: 8 (2+3+3) Quiz: 9 (3 quizzes, 3% each quiz) Project: 3 Final: 50
Course Coordinator	Faiza Mumtaz
URL (if any)	
Current Catalog Description	This practical course is designed to enable students to understand the communication process from a scientific perspective. It will allow students to identify potential communication problems, construct productive approaches to communication, and develop strategies to develop effective communication skills. It will introduce students to the basics of interpersonal and business communication, equipping them to communicate more effectively and with greater awareness and skill in both personal and business environments. It is designed to help students heighten their awareness of the function and value of communication. The subject aims to equip students with the ability to use the communication skills required in meetings, group discussions, interviews, and presentations.
Textbook (or **Laboratory Manual** for Laboratory Courses)	The Business Communication Handbook by Judith Dwyer (fourth edition)
Reference Material	Business Communication Today, 2016 by Bovee, Courtland L, John V. Thill & Barbara E. Schatzman.
Course Goals	**A. Course Learning Outcomes (CLOs)** **B. Program Learning Outcomes** For each attribute below, indicate whether this attribute is covered in this course or not. Leave the cell blank if the enablement is little or non-existent.

PLO 1	Computing Knowledge	Apply knowledge of mathematics, natural sciences, computing fundamentals, and a computing specialization to the solution of complex computing problems.
PLO 2	Problem Analysis	Identify, formulate, research literature, and analyze complex computing problems, reaching substantiated conclusions using first principles of mathematics, natural sciences, and computing sciences.
PLO 3	Design/Develop Solutions	Design solutions for complex computing problems and design systems, components, and processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
PLO 4	Investigation & Experimentation	Conduct investigation of complex computing problems using research based knowledge and research based methods
PLO 5	Modern Tool Usage	Create, select, and apply appropriate techniques, resources and modern computing tools, including prediction and modelling for complex computing problems.
PLO 6	Society Responsibility	Apply reasoning informed by contextual knowledge to assess societal, health, safety, legal, and cultural issues relevant to context of complex computing problems.
PLO 7	Environment and Sustainability	Understand and evaluate sustainability and impact of professional computing work in the solution of complex computing problems
PLO 8	Ethics	Apply ethical principles and commit to professional ethics and responsibilities and norms of computing practice.
PLO 9	Individual and Team Work	Function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings.
PLO 10	Communication	Communicate effectively on complex computing activities with the computing community and with society at large.
PLO 11	Project Mgmt. and Finance	Demonstrate knowledge and understanding of management principles and economic decision making and apply these to one's own work as a member or a team.
PLO 12	Life Long Learning	Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological changes.

C. Relation between CLOs and PLOs
(CLO: Course Learning Outcome, PLOs: Program Learning Outcomes)

		PLOs											
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CLOs	1										✔		
	2									✔			
	3												
	4										✔		
	5									✔			

Topics Covered in the Course, with Number of Lectures on Each Topic (assume 15-week instruction and one-hour lectures)

Weeks	Contents/Topics	CLO	Assessment
1	Orientation. Types of communication: verbal, non-verbal, written communication, Forms of Communication	3	
2	The communication process Barriers to effective communication	3	
3	7 C's Communication-Completeness, Clarity **Quiz 1 (content week 1 and 2)**	2,1	
4	Concreteness, Conciseness, Correctness	2,1	
5	Courtesy, Consideration + **(All seven Cs Assignment 1)**	1	
6	**MID I**		
7	Short workplace messages-Email writing	1	
8	Memo writing	3	
9	Professional Letters-Block Format, Positive messages **Quiz 2 (content week 7 and 8)**	1,4	
10	Negative Messages + **(Assignment 2)**	4	
11	**MID II**		
12	Persuasive Messages	4	
13	Job Interviews + elevator speech	1,2	
14	Writing Personal Statements + **(Assignment 3)**	1,2,4	
15	Review writing **Quiz 3 (content week 12 and 13)**	4	
16	**Revision + Project (30 seconds elevator speech)**		

Laboratory Projects/Experiments Done in the Course

Programming Assignments Done in the Course

Class Time Spent on (in credit hours)

Theory	Problem Analysis	Solution Design	Social and Ethical Issues
30	10	5	0

Oral and Written Communications

Every student is required to submit at least __1__ written report of typically _2__ pages and to make _1__ oral presentations of typically __10__ minute's duration. Include only material that is graded for grammar, spelling, style, and so forth, as well as for technical content, completeness, and accuracy.

Instructor Name: Mariam Aftab

Instructor Signature: _____

Date: 20th January, 2025