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: 10 Project: 10 Final: 50
Course Coordinator	Sameera Sultan
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	The Business Communication Handbook by Judith Dwyer (fourth edition)

Laboratory Manual for Laboratory Courses)	
Reference Material	Business Communication Today, 2016 by Bovee, Courtland L, John V. Thill & Barbara E. Schatzman.
Course Goals	**A. Course Learning Outcomes (CLOs)**

No.	Course Learning Outcome (CLO) Statements	Domain	Taxonomy level	PLO
01	Use the theoretical knowledge of communication to accomplish communication objectives efficiently both as a speaker and writer.	Cognitive	3	10
02	Demonstrate sensitivity to the audience and the context of communication when listening and interacting with others.	Affective	3	9
03	Prepare and deliver effective formal and informal presentations/speeches in different business and academic situations.	Affective	4	10
04	Display effective communication skills to meet business objectives in meetings, interviews, and small group communication.	Affective	5	9

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 analyse 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 & Experimentat	Conduct investigation of complex computing problems using research based knowledge and research based methods

	ion	
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 Mgmnt 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

Weeks	Contents/Topics	CLO	Assessment
1	Orientation. Difference between Normal Conversation and Public Speaking. Presentation Skills-Content Generation	3	

instruction and one-hour lectures)	

2	Script Development and Story Boarding Preparing audio visual aids	3		
3	Presentation Delivery Skills 7 C's Communication-Completeness	2,1		
4	Concreteness, Consideration	2,1		
5	Courtesy, Conciseness	1		
6	**MID I**			
7	Professional Meetings-Types of Meetings, Preparing for meetings,	1		
8	**Presentation Project**	3		
9	Developing Agenda, Minutes of the Meeting	1,4		
10	Minutes of the Meeting	4		
11	**MID II**			
12	Professional letters-Block Format, Positive messages	4		
13	Negative Messages, Job Interviews	1,2		
14	Job Interviews	1,2,4		
15	Writing Personal Statements	4		
16	**Revision**			

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 __Sameera Sultan

Instructor Signature _____

Date __June 8, 2023