

Courses	Theory Code	Practical Code
Professional Communication skills	USIT101	USIT1P1
Applied Mathematics – I	USIT102	USIT1P2
Fundamentals of Information Technology	USIT103	USIT1P3
Electronics and Communication technology	USIT104	USIT1P4
Introduction to C++ programming	USIT105	USIT1P5

CLASS: B. Sc (Information technology)		Semester - I
SUBJECT: Professional Communication skills (USIT101)		
Periods per week	Lectures - 5	3 Credits

Unit – I	The Seven Cs of Effective Communication Completeness, Conciseness, Consideration, Concreteness, Clarity, Courtesy, Correctness	8 Lectures
Unit- II	Communication: Its interpretation Basics, Nonverbal Communication, Barriers to Communication	8 Lectures
Unit-III	Business Communication at Work Place: Letter Components and Layout, Planning a letter, Process of Letter writing, E-mail Communication, Memo and Memo reports, Employment Communication, Notice agenda and Minutes of meeting, Brochures	8 Lectures
Unit-IV	Report Writing Effective writing, types of business reports, structure of reports, gathering information, organization of the material, writing abstracts and summaries, writing definitions, visual aids, user instruction manual.	8 Lectures
Unit -V	Required Skills Reading skills, listening skills, note-making, précis writing, audiovisual aids, oral communication	8 Lectures
Unit-VI	Mechanics of Writing Transitions, Spelling rules, hyphenation, transcribing numbers, Abbreviating technical and non-technical terms, Proof reading.	8 Lectures

Books:

Professional Communication by Aruna Koneru, McGrawHill

Effective Business Communication by Herta A Murphy, Herbert W Hildebrandt, Jane P Thomas, McGrawHill

References:

Business Communication, Lesikar and Petit, McGrawHill

Communication Skills Handbook, Summers, Wiley, India

Business Communication (Revised Edition), Rai and Rai, Himalaya Publishing House

Business Correspondence and Report Writing by R. C. Sharma and Krishna Mohan, TMH.

Term Work of USIT101: (For Internal Assessment)

- i)** Assignments: Should contain at least 2 assignments covering the Syllabus.
- ii)** Class Tests: One. Also Known as Unit Test or In-Semester Examinations
- iii)** Tutorial : Minimum Three tutorials covering the syllabus

Practical USIT1P1:

Case Studies	3 Lectures per week (1 Credit)
List of Practical: <ul style="list-style-type: none">i) Case study on the 7 Cs of effective communication.ii) Case study on the body language.iii) Case study on different types of letters like Job application, Appointment letter, Memos, formal and informal letters, minutes of the meeting, emails.iv) Case study on reports.v) Case study on oral communication.vi) Case study on technical writing.	