

**Fr. Conceicao Rodrigues College of Engineering, Bandra (West),
Mumbai-400 050**

Subject: Business Communication & Ethics (Lecture)				Academic Year: 2019	
Branch: Information Technology/ Subject In charge: Dr. Joseph Rodrigues				Semester: V	
<i>Sr. No.</i>	<i>Module</i>	<i>Name of the Topic</i>	<i>Planned Date</i>	<i>Executed Date</i>	<i>Remark</i>
1		Introduction and Syllabus Discussion	04-07-19	04-07-19	Executed
2	1	Report Writing: Objective, Importance, Features	11-07-19	11-07-19	Executed
3	1	Introduction/Syllabus Discussion/ Interpersonal Skills: Motivation	19-07-19	19-07-19	Executed
4	1	Report Writing: Objective, Importance, Qualities of a good report	19-07-19	19-07-19	Executed
5	1	Report Writing: Formats of Reports- Letter , Memo and Printed booklet	19-07-19	19-07-19	Executed
6	1	Types of Reports-Progressive Report Periodic ,Feasibility ,Analytical ,Current , Survey Stages in Report writing, Ways of Data Collection	24-07-19	24-07-19	Executed
7	1	Structure of Report - Details of Front Matter, Main Matter and Back Matter, Interaction by Students on the synopsis of report	25-07-19	25-07-19	Executed
8	6&2	Employability skills- Presentations skills: How to make effective Power Point Prestation / Technical Writing: Proposal Writing	31-07-19	31-07-19	Executed
9	6	Employability skills- Presentations skills: Aspects of Presentation, Problems of Presentations, Visual Aids, Good Presenter and Worst Presenter	01-08-19	01-08-19	Executed

10	4	Meetings & Documentations: Strategies for conducting effective meetings/ Notice, Agenda and Minutes of a meeting Business meeting etiquettes/ Interpersonal Skills: Team Building	06-08-19	06-08-19	Executed
11	6&5	Employability Skills: Resume and Cover Letter, Introduction to Corporate Ethics and Etiquettes: Responsible use of social media - Facebook, WA, Twitter etc.)	07-08-19	07-08-19	Executed
12	3	Interpersonal Skills:EQ and IQ , Leadership , Decision Making	08-08-19	08-08-19	Executed
13	6	Employment Skills- Group Discussion	21-08-19	21-08-19	Executed
14	3	Interpersonal Skills-Assertive, Conflict Resolution, Negotiation skills & Role Plays	22-08-19	22-08-19	Executed
15	3	Interpersonal Skills- Time Management , Decision Making & Role Plays	28-08-19	28-08-19	Executed
16	5	Introduction to Intellectual Property Rights	29-08-19	29-08-19	Executed
17	6	Statement of Purpose	11-09-19	11-09-19	Executed
18	6	Interview Techniques	19-09-19	19-09-19	Executed
19	5	Introduction to Corporate Ethics and Etiquettes: Professional and work ethics	19-09-19	19-09-19	Executed
20	5	Mock Interview	26-09-19	26-09-19	Executed
		Total Hours = 20			

Signature:

Faculty

HOD

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Subject: Business Communication & Ethics (Practicals) 2019

Branch: IT (V SEM)/ Subject Incharge: Dr. Joseph Rodrigues

<i>Week wise</i>	<i>Name of the Topic</i>	Remark
1	Report Writing- Synopsis/Language Lab	Executed
2	Working on Report and Powerpoint Presentations/ Movie Analysis/ Personality Trait Test/Language Lab	Executed
3	Finalizing and Giving last touch to report and PPT- Practice Session/ Language Lab	Executed
4	Report and Powerpoint Presentation Examination	Executed
5	Role Play Practice and Mock Interviews/ Language Lab	Executed
6	Role Play Documentation and Mock Interviews/ Language Lab	Executed
7	Meeting Documentation/ GD Practice/ Language Lab	Executed
8	Corporate Ethics (Case Studies)/ GD Practice/ Language Lab	Executed
9	Group Discussion Examination	Executed
10	Mock Interviews	Executed
	Total Hours = 20	

Signature:

Faculty

HOD