


AMOU UNIVERSITY
“A Vehicle for Peace and Development”
AMOU UNIVERSITY



FACULTY OF COMPUTING AND ICT

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAMME

ACADEMIC YEAR 2015/ 2016

COURSE DESCRIPTION

BIT 224	Communication Skills	
Contact Hours	39	
Pre-requisite	N/A	
Purpose/Aim	This course introduces the basic report writing and communication skills that will assist learners to write and present reports for their courses as well more broadly and information technology professionals.	
Course Objective (Indicative Learning Outcomes)	<ul style="list-style-type: none"> • The learner will be able to make a coherent verbal presentation on a topic of interest • The learner will be able to comprehend a lecture and make notes • The learner will be able to write a clear report on a topic of interest • The learner will be able to use a library catalogue and find books of interest for her topic of interest 	
Course Content	<ul style="list-style-type: none"> • Workplace communication challenges • Communication basics • Talking one on one • Presentations • Responding to questions • Effective leading and participation in meetings • Business reports • Report writing • Problem analysis and research • Structure of reports • Mechanics of report construction • Oral reporting 	
Learning & Teaching Methodologies	Lectures, tutorials and communication exercises	
Instructional Materials/Equipment	Classroom with audio visual aids	
Course Assessment	Type	Weighting (%)
	Final Examinations	60
	Mid Term Examinations	20
	Continuous Assessment(Assignments)	10
	Attendance	10



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	Total	100	
Recommended Reading	Title	Author	Publisher
	Lesikar’s Basic Business Communication	Lesikar R.V., Pettit J.D. Jr.	McGraw Hill (1999)
Additional Reading	Business Communication today	Bovee, Courtland et al	Pearson Education (2003)
Other Support Material	A variety of multimedia systems and electronic information resources as prescribed by the lecturer. Various application manuals, URL search and journals.		