



University of Engineering and Technology
School of Computer Science
Syllabus of Course
Academic Period 2018-II

1. **Code and Name:** FG602. Business Communication
2. **Credits:** 2
3. **Hours of theory and Lab:** 2 HT;
4. **Professor(s)**

Meetings after coordination with the professor

5. Bibliography

[Len10] Real Academia de la Lengua Española. *Nueva gramática de la lengua española, morfología y sintaxis*. Madrid, España: Ed. Espasa, 2010.

6. Information about the course

- (a) **Brief description about the course .**
- (b) **Prerequisites:** FG601. English for STEM. (6th Sem)
- (c) **Type of Course:** Mandatory
- (d) **Modality:** Face to face

7. Specific goals of the Course

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8. Contribution to Outcomes

- f) An ability to communicate effectively. (**Usage**)
- h) A recognition of the need for, and an ability to engage in life-long learning. (**Usage**)
- n) Apply knowledge of the humanities in their professional work. (**Usage**)

9. Competences (IEEE)

- C17.** Ability to properly express in oral and written media as expected from a university graduate. ⇒ **Outcome f,h,n**
- C20.** Ability to connect theory and skills learned in academia to real-world occurrences explaining their relevance and utility. ⇒ **Outcome f,n**
- C24.** Understanding the need for lifelong learning and improving skills and abilities. ⇒ **Outcome f,h**

10. List of topics

- 1.

11. Methodology and Evaluation

Methodology:

Theory Sessions:

The theory sessions are held in master classes with activities including active learning and roleplay to allow students to internalize the concepts.

Lab Sessions:

In order to verify their competences, several activities including active learning and roleplay will be developed during lab sessions.

Oral Presentations:

Individual and team participation is encouraged to present their ideas, motivating them with additional points in the different stages of the course evaluation.

Reading:

Throughout the course different readings are provided, which are evaluated. The average of the notes in the readings is considered as the mark of a qualified practice. The use of the UTEC Online virtual campus allows each student to access the course information, and interact outside the classroom with the teacher and with the other students.

Evaluation System:**12. Content**

Unit 1: (16)	
Competences Expected: C17,C20	
Learning Outcomes	Topics
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Readings : [Len10]	