

FENI COMPUTER INSTITUTE, FENI.
Semester Plan-2018 (January-June)
Technology: DNT & CST
(Both Shift)

Teacher: Md. Sanuwar Hossain (**Instructor**)

Subject: **BUSINESS ORGANIZATION &
COMMUNICATION**

Code No: 5841

Semester: 6th

According to Probidhan-2016

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AIMS

- To be able to understand the basic concepts and principles of business organization.
- To be able to understand the banking system.
- To be able to understand the trade system and stock exchange activities in Bangladesh.
- To be able to understand the basic concepts of communication and its types, methods.
- to be able to perform in writing , application for job, complain letter & tender notice.

SHORT DESCRIPTION

Principles and objects of business organization; Formation of business organization; Banking system and its operation; Negotiable instrument; Stock Exchange; Home trade and foreign trade.

Basic concepts of communication Communication model& feedback; Types of communication; Methods of communication; Formal & informal communication; Essentials of communication; Report writing; Office management; Communication through correspondence; Official and semi- official letters.

DETAIL DESCRIPTION

Week No	Lecture No	DESCRIPTION
1 st	1 st	Define business. nation the objects of business. Define business organization. State the function of business organization.
	2 nd	Define sole proprietorship, partnership, joint stock company. and co-operative Describe the formation of sole proprietorship, partnership , joint stock company, & co operative.

2 nd	1 st	Mention the advantages and disadvantages of proprietorship, partnership and joint stock company. State the principles of Co operative & various types of Co operative. Discuss the role of co-operative society in Bangladesh.
	2 nd	Class Test-1
3 rd	1 st	Define bank. State the service rendered by bank. Describe the classification of bank in Bangladesh.
	2 nd	State the functions of Bangladesh Bank in controlling money market. State the functions of commercial Bank in Bangladesh Mention different types of account operated in a bank.
4 th	1 st	Mention how different types of bank accounts are opened and operated. Define negotiable instrument. Discuss various types of negotiable instrument.
	2 nd	Describe different types of cheque. Define letter of credit.
5 th	1 st	Define home trade & foreign trade. Describe types of home trade. Differentiate between whole sale trade and retail trade.
	2 nd	Define foreign trade. Mention the advantages and disadvantages of foreign trade. Mention the classification of foreign trade.
6 th	1 st	Discuss the import procedure & exporting procedure. Discuss the importance of foreign trade in the economy of Bangladesh
	2 nd	Quiz Test-1
7 th	1 st	Define communication & business communication. Describe the scope of business communication.
	2 nd	State the objectives of business communication. Discuss the essential elements of communication process.
8 th	1 st	Define communication model. State the business functions of communication model. Define feedback .
	2 nd	State the basic principles of effective feedback. Explain the essential feedback to complete communication process.
9 th	1 st	Explain the different types of communication. Distinguish between upward and downward communication. Define two-way communication.
	2 nd	Describe the advantages and disadvantages of two-way communication. Define formal & informal communication.

10 th	1 st	Describe the advantages and disadvantages of formal & informal communication. Distinguish between formal and informal communication.
	2 nd	Class Test-2
11 th	1 st	Define communication method. Discuss the various methods of communication. Describe the advantages and disadvantages of oral communication.
	2 nd	Describe the advantages and disadvantages of written communication. Distinguish between oral and written communication.
12 th	1 st	Discuss the essential feature of good communication. Describe the barriers of communication. Discuss the means for overcoming barriers to good communication.
	2 nd	Define report , business report & technical report. State the essential qualities of a good report. Describe the factors to be considered while drafting a report.
13 th	1 st	Explain the components of a technical report. Distinguish between a technical report and general report. Prepare a technical report.
	2 nd	Define office and office work. State the characteristics of office work. Define filing and indexing.
14 th	1 st	Discuss the methods of filing. Discuss the methods of indexing. Distinguish between filing and indexing.
	2 nd	State the types of correspondence. State the different parts of a commercial letter. Define official letter and semi-official letter.
15 th	1 st	Prepare the following letters: Interview letter, appointment letter, joining letter and application for recruitment. Complain letters, tender notice.
	2 nd	Quiz Test-2