- Ellipsis
- Rhetorical devices
- Cleft sentences
- Giving instructions

Unit 3: Business and Administrative Skills   LH 10

- Networking
- Clarifying and confirming
- Decision making
- Making presentations
- Resolving conflict
- Ethical problem-solving
- Managing questions
- Negotiating
- Brainstorming and creativity
- Teleconferencing

Unit 4: Writing in Business Context   LH 10

- Formal letters
- Emails
- Minutes
- Summaries
- Reports
- Press releases

Unit 5: Developing 4Cs (Creativity, Critical thinking, Communication and Collaboration)   LH 10

- Comprehension skills
- Case analysis on business problems and situations
- Developing arguments on business issues
- Evaluating arguments in business context
- Making informed judgements and decisions on various business problems
- Evaluating experiences and events
- Considering social responsibility at various levels

Methodology and Techniques

- Class presentation
- Discussion
- Group work
- Project work
- Self-study

Basic Textbooks:

Dubica, W. & O'Keffee, M. (2011). *Advanced market leader: Business English course book. (3rd ed.).* Pearson.

References Books:

Grant, D., Hughes, J. & Turner, R. (2023). *Business result student book (2nd ed*). OUP.
Hornby. A.S. (2010). *Oxford Advanced Learner's Dictionary (8th ed).* OUP.
Lloyd, M. & Day, J. (2011). *Active grammar, Level 3.* CUP.
Murphy, R. (2018). *Intermediate grammar.* CUP.

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Far Western University
Faculty of Management
Syllabus (BBA: Second Semester)

Course Title:	*Business Mathematics – II*	*Course Code: BMT 122*
Year:	*First*	*Level: Undergraduate*
Semester:	*II*	*Program: BBA*
Credits hours:	*3*	*Lecture hours: 48*

Course Objective
This course aims to provide students the basic concept of derivatives, antiderivatives, their applications and use in optimization problems in functions of several variables (multivariable calculus) and provides in-depth understanding of basic concepts of calculus required in the field of business, economic and social sciences as well.

Course Description
This course contains limits of functions, continuity, average and instantaneous rate of change, techniques of differentiation, higher order derivatives, applications of derivatives (in optimization problems and elasticity of demand), techniques of integration, application of antiderivatives (in area finding, evaluation of improper integrals and consumer's and producer's surplus), first order ordinary differential equations, functions of several variables, partial derivatives, optimization problems in functions of two and three variables.

Learning Outcomes
After studying this course, students will be able to:
- Understand the basic concepts of calculus and its applications in economics, business and social sciences.
- Solve the problems related to limits and continuity of simple algebraic, logarithmic and exponential functions.
- Calculate the average rate of change, instantaneous rate of change, the concept of slope of tangent line and the derivative.
- Find derivatives and apply derivatives in solving optimization problems and elasticity problems.
- Understand the concept of integration and techniques of evaluation and apply these concepts in area finding problems and consumers' surplus and producers' surplus.
- Evaluate simple improper integrals and decomposition in simple partial fractions.
- Apply partial derivatives in optimizing the functions of two and three variables.

Course Contents
A. Differential Calculus

Unit 1. Derivatives   **LH 12**
  1.1. Limits
      1.1.1. One sided limits
      1.1.2. Techniques of finding limits
      1.1.3. Limits involving infinity
  1.2. Continuity
  1.3. Average and instantaneous rate of change
  1.4. Slope of curve and tangent line
  1.5. Concept of derivative
  1.6. The first principle
  1.7. Techniques of finding derivative
      1.7.1 Product and quotient rule