

## Department of English

**Course / Program-** B.Com.  
**Duration-** Three Years  
**Affiliation-** Shivaji University, Kolhapur.

**Pattern of program-** Semester

**Course Structure-** **English for Business Communication**

<b>B.Com. Part-I</b>	Sem-I	Paper-I
	Sem-II	Paper-II
<b>B.Com. Part-II</b>	Sem-III	Paper- III & IV
	Sem-IV	Paper- IV

**Course Type-** Grantable

**Course Outcomes (CO)-**

After studying this course students are able to,

- CO1 - Use English for oral and written business communication.
- CO2 - Use comfortably advanced usages and expressions in business areas like banking, marketing, insurance etc.
- CO3- Draft business letters, complaint letters, place orders, banking correspondence, secretarial work like drafting of notices, agenda and minutes of business meetings memos, office orders circulars etc.
- CO4- Handle fax messages, e-mails and telephone communication.
- CO5- Read English closely and are able to develop vocabulary and composition.
- CO6- Develop their overall capability to acquire skill to grow into a competent and confident person.

**Programme Specific Outcome (PSO)**

Students exhibit the ability

PSO1- To use formal business English as per the need of situation.

POS2- Exhibit the skill of using telephone by making and answering business calls effectively.

POS3- Show the mastery over e-communication tools theoretically and practically.

POS4- Exhibit the understanding of technical features of business communication and sense of professional ethics.

### **PROGRAMME OUTCOMES (PO)**

The programme aims to

PO1- Convert students into employable human resource.

PO2- Open the opportunity to make a successful career in industry, bank, marketing, insurance, teaching field, advertising etc.

PO3- Gain mastery over international language will make the students competent, confident to become successful in career.

PO4- Produce effective managers, dynamic entrepreneurs, efficient professionals, experts, researchers to contribute into national development.

PO5- Make good citizens with civic sense, scientific minds, persons guided by ethics and values to make a better world.