

**BUSINESS ENGLISH CERTIFICATE**

**(VALUE ADDED COURSE)**

**2017-2018**

**SUMMARY REPORT**

**Name of the Course:** BEC

**Course Code:** VENGBEC001

**Offering Body:** Department of English

**No: of students who opted the course:** 129

**Batch, class and year to which the course was offered:**

Batch	Class	Year
2017-2020	B. Com (CA)	1 <sup>st</sup> Year
2017-2020	BBA	1 <sup>st</sup> Year
2016-2019	BBA	2 <sup>nd</sup> Year
2017-2020	B A Corporate Economics	1 <sup>st</sup> Year

**Duration of the course:** 30 Hours

**Topics Covered:**



**CAMPUS**

Kottukulam Hills, Pathamuttom P. O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | [scas@saintgits.org](mailto:scas@saintgits.org)

**CORPORATE OFFICE**

III Floor, Unity Building, K. K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | [mail@saintgits.org](mailto:mail@saintgits.org)

[www.saintgits.org](http://www.saintgits.org)



Language Skills—Listening, Speaking, Reading, and Writing

### Resource materials, Teaching Methodology:

Sample Materials- Worksheets, audio files

Lecture, group discussions, practice sessions, ICT aids

### Outcome of the course:

After the completion of the course, the students are able to:

- Use business jargons with precision.
- Communicate effectively through written forms of business correspondence.
- Participate productively during presentations, meetings and negotiations.
- Develop telephone skills.

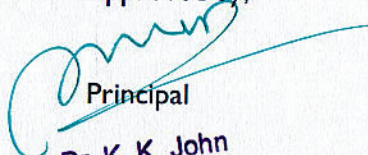
Prepared by,



VAC Coordinator



Approved by,



Principal  
Dr. K. K. John  
Principal  
Saintgits College of Applied Sciences  
Kottukulam Hills, Pathamuttom P. O.  
Kottayam 686 532, Kerala

#### CAMPUS

Kottukulam Hills, Pathamuttom P. O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | [scas@saintgits.org](mailto:scas@saintgits.org)

#### CORPORATE OFFICE

III Floor, Unity Building, K. K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | [mail@saintgits.org](mailto:mail@saintgits.org)

[www.saintgits.org](http://www.saintgits.org)