

BUSINESS ENGLISH CERTIFICATE

(VALUE ADDED COURSE)

2019-2020

SUMMARY REPORT

Name of the Course: BEC

Course Code: VENGBEC001

Offering Body: Department of English

No. of students who opted the course: 219

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

Batch	Class	Year
2019-2022	B. Com (CA)	I st Year
2019-2022	BBA	I st Year
2019-2022	B A Corporate Economics	I st Year

Duration of the course: 30 Hours

Topics Covered:

Language Skills—Listening, Speaking, Reading, and Writing

CAMPUS

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

CORPORATE OFFICE

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

www.saintgits.org

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:

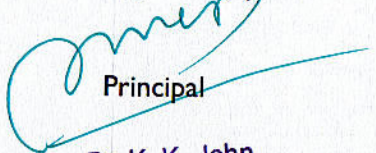
- Use business jargons with precision.
- Communicate effectively through written forms of business correspondence.
- Participate productively during presentations, meetings and negotiations.
- Develop telephone skills.

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

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