

Programme code:	B.COM-BPS			Programme Title:	Bachelor of Commerce (Business Process Services)	
Course Code:	23UBP2VA			Title:	Batch:	2023-2026
				VAC-I	Semester:	II
Lecture Hrs .or Practical Hrs.	30	Tutorial Hrs./Sem.	-	Code of Professionalism towards Corporate Decorum	Credits:	2*

Course Objective

The main objective is to provide knowledge about the skills for employment.

Course Outcomes

CO1	To understand the basic of employability skills.	K1
CO2	To understand the various interview techniques.	K2
CO3	To acquire conceptual and analytical skills related to employability.	K3
CO4	To analyze about the various report writing skills.	K4
CO5	To evaluate the recent job markets and required skills in getting Placement skills in corporate sector.	K5

Mapping

PS0 CO	P01	P02	P03	P04	P05	P06	P07	P08	PS01	PS02
CO1	H	H	H	H	H	M	M	M	H	H
CO2	H	H	H	H	H	M	M	M	H	H
CO3	H	H	H	M	M	M	M	M	H	H
CO4	H	H	H	H	H	M	M	M	H	H
CO5	H	M	H	H	H	M	M	H	M	H

L-Low; M-Medium; H-High

Units	Content	Hrs
Unit I	Skills for Employability: Telephone Etiquettes – Describing People and Place – Expressing our Opinions – Time Management–Interview Skills: Kinds of Interview and its Techniques –Head to Foot Appearance: Preparation, Punctuality, Sincerity, Honesty, Boldness and Confidence – Common Interview Questions.	12
Unit II	Business Correspondence: Letter Writing: Formal and Informal – Resume Writing – Filling Applications: Bank Challan and Job Application. Report Writing: Different Types of Greetings -Drafting Telegrams/e-mails–Preparing Portfolios and its Various Types –Developing Topic Sentences into Paragraphs - Expansion of an Outline - Note-making & Note-taking - Report Writing-Reading Comprehension–Summarizing–Writing Review for Two	12

	Books.	
Unit III	Composition: Composition: Oral and Written –Kinds of Composition: Controlled, Guided and Free Composition – Developing Creative Competency. Non-Verbal Communication: Non-Verbal Communication –Personal Appearance–Gesture–Posture–Body Language – Visual Aids: Charts, Diagrams & Tables – Audio & Video Aids for Communication.	12
	Total Contact Hrs	60

**Italicized texts are for self study*

Pedagogy

Direct Instruction, Flipped Class, Digital Presentation

Assessment Method

Seminar, Quiz, Assignment, Group Task

Prescribed Texts:

1. Raisher. Business Communication.
2. Krishnamohan & Meera Banerjee. Developing Communication Skills.
3. Anderson & Others. Assignment and Thesis Writing.
4. Employability Skills. Chennai: National Media Institute.