

COURSE OBJECTIVES AND COURSE OUTCOMES
B.COM. (BANKING AND INSURANCE) - SEMESTER - II
SUBJECT: BUSINESS COMMUNICATION - II

Sr. No.	Course Objectives	Course Outcomes
1)	To examine requisite skills to be better equipped at the group and oral communication	This course is designed to develop the skill of the student to make them good in their presentation skill
2)	To Acquaint conventions of formal correspondence	Students will also learn the methods of group communication
3)	To compare the various stages of one's career at an organization, via interviews, meetings etc.	This course will also make students to be more aware about the methods of Business Correspondence
4)	To Compare and Contrast various principles of effective writing. Showing the workings of communication, from an intra-level, to outside the organization	The course will also try to improve the skill and ability of the student with language and writing skills