



Kasetty Haridasulu
GOVERNMENT DEGREE COLLEGE

Dharmavaram – 515 672.
Sri Satya Sai (D). Andhra Pradesh.



Course Outcomes (Semester II)

Course Name: **Business Communication** Credits : **02**

Paper Code : **NS2-176** Hours : **30**

Upon the successful completion of this Course, the learner will be able to

CO - 1	Understand the types of business communication and correspondence
CO - 2	Comprehend the processes like receiving, filing, and replying
CO - 3	Acquire knowledge in preparing good business communications
CO - 4	Acquaint with organizational communication requirements and presentations