

Branch Name:	MANAGEMENT
Program Code:	MS201
Course Name:	Business Etiquettes and Personality Development
Course Code:	2MS2010191T
Pre-requisite Course:	None

Course Objectives:

- 1) To make students understand the importance of etiquettes in business domain.
- 2) To make students implement the business etiquettes in order to be more productive in organizational set-ups

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
-	3	-	-	-	-	-	-	-

Text Books:

Sr. No.	Books
1	Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success; by Pachter, Barbara; McGraw-Hill Education

Reference Books:

Sr. No.	Books
1	Business Etiquette : A Guide For The Indian Professional; by Shital Kakkar Mehra; Harper Collins Publisher

List of Open Source Software/learning website

1. Web-Links http://www.gcflearnfree.org/print/jobsuccess/businessetiquette?playlist=Job_Success

LAB/Practical

1. Expert talk from corporate trainers can be arranged for students to understand the value and its due importance in business domain.

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	To state various types of essential business etiquettes	1 Remembering
CLO2	To Understand the importance of etiquettes in organizational set-ups	2 Understanding
CLO3	To Apply various essential business etiquettes at institutional level	3 Applying, 4 Analyze
CLO4	To analyze & interpret the requirement of mostly widely acceptable business etiquettes in business domain in global & national level	4 Analyze, 5 Evaluate,

Mapping of CLOs with Pos & PSOs

Course	Program Outcomes(POs)								Program Specific Outcomes(PSOs)	
Learning Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2
CLO1	H			M	L					
CLO2	H	M		L						
CLO3	H	M		H	L			H		
CLO4		H	M	M		L	M	H		

H: High, M: Medium, L: Low