

DEPARTMENT OF COMMERCE (SELF FINANCING)

HENRY BAKER COLLEGE, MELUKAVU

CERTIFICATE PROGRAMME 2023- 24

Programme Code: HBC/COM- SF/CP02/2023-24

Title of the Programme: **Professional English Communication**

Name of the Faculty in Charge: **Ms. Agnes Maria Yesudas**

Instructional Hours: **30 Hrs**

SYLLABUS

Objective

- To make the learner acquire knowledge of basic structures of English and basic vocabulary.
- To learn about body language and communicative adjustment in the workplace while dealing with difficult people and situations.
- To develop professional writing skills.
- To focus on corporate communication skills, public speaking and presentation skills.

Outcome

- The fear of students about spoken English will be reduced through “learning by doing technique.”
- The students will be able to meet the requirements of jobs and careers in International market.
- Students shall be able to employ active listening and responding skills.
- Students will be able to master professional writing and presentation skills.

Module 1

Basics of Communication- communication-an overview- barriers and gateways to communication-essentials of non-verbal communication- Essentials of Grammar and Vocabulary- parts of speech- using tenses- building advanced vocabulary**(6 Hrs)**

Module 2

Professional Reading and Writing- Reading Skills- understanding short real world notices, messages, and paragraphs- Listening- Understanding short conversations-Understanding instructions- Understanding Indian and foreign news broadcasts-Essential Writing Skills- essay writing- e-mail writing- letter- resume- cover letter- report- notice- brochure- paragraph **(9 Hrs)**

Module 3

Public Speaking and Group Discussion Skills- dynamics of group discussion – intervention, summarizing, voice modulation, body language, relevance, fluency and coherence- practice – discussing general topics- general interaction and social language-sharing ideas and perspectives-giving information and expressing opinions- sharing personal experiences- agreeing and disagreeing- Presentation and Meeting Skills- features of effective presentations and meetings- aids of presentations- tips for effective presentations and meetings- practice sessions Interview Skills-concept and process,- pre-interview planning- opening strategies- answering strategies- interview through tele and video-conferencing- practice sessions.**(15 Hrs)**

Suggested Readings:

1. *English for Careers*. Edited by Yanaseni Das and Romila Saha, 1st ed., Chennai, India Binding House, 2012.
2. *Communication Skills in English*. Edited by Sasikumar V et al., Foundation Books.

DEPARTMENT OF COMMERCE (SELF FINANCING)

HENRY BAKER COLLEGE, MELUKAVU

Certificate Programme 2023- 24

PROFESSIONAL ENGLISH COMMUNICATION

(HBC/COM- SF/CP02/2023-24)

Assessment Procedures:

To deliver the curriculum content, both theoretical concepts and practical sessions were conducted.

For assessment, an online exam was conducted using Google Forms

Summary Report of the Programme:

The certificate programme 'Professional English Communication,' offered by the Commerce (Self-financing) department of Henry Baker College, Melukavu, is designed to enhance students' proficiency in the English language, considering the future opportunities in the professional world. The primary aim of this course is to reduce students' fear of using the English language and to help them learn its basic rules. The curriculum spans 30 hours and is carefully designed to cover grammatical rules, professional writing, and speaking skills.

Twenty-three students participated in this programme, which included both theoretical and practical sessions crucial for future job opportunities. After completing the course content, an online exam using Google Forms was conducted for evaluation purposes. The assessment included two types of questions: one to check language proficiency and the other to assess individual responses in an interview. Certificates are issued upon completion of the course.

Outcome:

On completion of the course, students gained a good vocabulary and grammatical skills, which helped them to reduce their fear of using the English language. By training them in writing and speaking skills for a professional and competitive world, they gained the confidence to seize future job opportunities more effectively

DEPARTMENT OF COMMERCE (SELF FINANCING)

HENRY BAKER COLLEGE, MELUKAVU

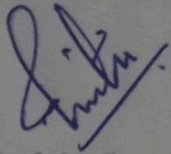
Certificate Programme 2023- 24

PROFESSIONAL ENGLISH COMMUNICATION

GRADE SHEET

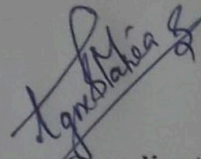
Sl. No.	Enrolment Id	Name of students	Grade
1	23HS104	ASHISH GEORGEKUTTY	B
2	23HS113	RANJITHA RAVI	Absent
3	23HS119	SREEHARI K S	B
4	22HS101	ADITHYAN V SURESH	B+
5	22HS104	ALBIA MANUVEL	A
6	22HS106	ALEN WILSON	B+
7	22HS136	SULFIYA LATHEEF	A
8	22HS127	RAHUL RAJEEV	B+
9	22HS131	SALJO V JAMES	B+
10	22FT701	ALFIYA NOUSHAD	A
11	22FT704	RISANA ARIF	B+
12	22FT706	SALFIYA SAKKEER	A
13	23CP210	GEROLIN SEBASTIAN	B
14	23CP212	GOVIND BIJU	A
15	23CP217	SEBIN SEBASTIAN	Absent
16	21CP243	SUBIN C MICHAEL	A
17	21CP233	NANCY K MICHAEL	A+
18	23PH601	NIRANJANA P	A+
19	22MC402	ALAN THOMAS	A+
20	22MC413	ROSHIN ROY	A
21	22MC414	SAJU BINU	A

22	22MC408	DITTO JOSHY	A+
23	23HS118	SONIYA MANOJ	Absent



Head of the Department

Principal



Course Coordinator

HENRY BAKER COLLEGE MELUKAVU
DEPARTMENT OF COMMERCE (SELF FINANCING)

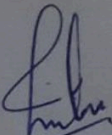
CERTIFICATE PROGRAMME 2023-2024

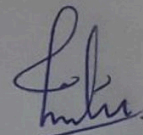
COURSE: FUNDAMENTALS OF E-COMMERCE

COURSE CODE: HBC/COM-SF/CP01/2023-24

LIST OF STUDENTS ENROLLED

SL.NO	ENROLMENT ID	NAME OF THE STUDENT
1	21CP210	ANJALI REJI
2	21CP212	ANJU ANU
3	21CP213	ANNA MARIA V S
4	21CP214	ARATHY K BINU
5	21CP218	ASWIN BIJU
6	21CP219	BALABHASKAR P S
7	21CP221	DEVU SHINTO
8	21CP231	MARIYA JOSEPH
9	21CP242	SNEHA MICHAEL
10	21CP230	KRISHNA PRIYA AJIMON
11	22CP219	DEERAJ MANU
12	22CP221	PRAVEENA SHAJI
13	21CA702	AKASH PR
14	21CA705	ANANDU MURALI
15	21CA206	ANANTHAKRISHNAN M B
16	21CA707	ANJALY SAJI
17	21CA710	ASWATHY V S
18	21CA712	JYOTHISHA SUNIL
19	21CA704	AMAL KRISHNA
20	22FT707	SNEHA S SATHEESH
21	23FT701	ANAINA BENNY
22	23FT702	ANOOJA S
23	23FT703	ASWATHY BENNY
24	23FT706	SINISH JOSE


Head of the Department


Course Co-ordinator

HENRY BAKER COLLEGE MELUKAVU
DEPARTMENT OF COMMERCE (SELF FINANCING)

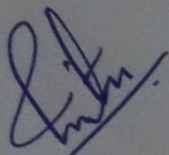
CERTIFICATE PROGRAMME 2023-2024

COURSE: FUNDAMENTALS OF E-COMMERCE

COURSE CODE: HBC/COM-SF/CP01/2023-24

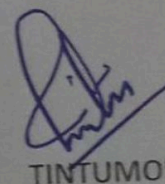
GRADE SHEET

SL.NO	ENROLMENT ID	NAME OF THE STUDENT	GRADE
1	21CP210	ANJALI REJI	B
2	21CP212	ANJU ANU	B
3	21CP213	ANNA MARIA V S	B
4	21CP214	ARATHY K BINU	B
5	21CP218	ASWIN BIJU	B
6	21CP219	BALABHASKAR P S	A
7	21CP221	DEVU SHINTO	A
8	21CP231	MARIYA JOSEPH	B
9	21CP242	SNEHA MICHAEL	B
10	21CP230	KRISHNA PRIYA AJIMON	A
11	22CP219	DEERAJ MANU	B
12	22CP221	PRAVEENA SHAJI	B
13	21CA702	AKASH PR	B
14	21CA705	ANANDU MURALI	B
15	21CA206	ANANTHAKRISHNAN M B	B
16	21CA707	ANJALY SAJI	B
17	21CA710	ASWATHY V S	B
18	21CA712	JYOTHISHA SUNIL	B
19	21CA704	AMAL KRISHNA	C
20	22FT707	SNEHA S SATHEESH	A
21	23FT701	ANAINA BENNY	B
22	23FT702	ANOOJA S	B
23	23FT703	ASWATHY BENNY	B
24	23FT706	SINISH JOSE	B



TINTUMOL KURIACHEN

NAME AND SIGNATURE OF TEACHER IN CHARGE



TINTUMOL KURIACHEN

NAME AND SIGNATURE OF HOD



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME - 2023-2024

This is to certify that *Mr./Ms. Ashish Georgekutty*.....has

successfully completed the certificate programme in *Professional English Communication* conducted by the

Department of *Commerce* with Grade *B* in the examination held on *22nd March 2024*.....

Joseph P. P. S.
Course Coordinator

W. P. S.
IQAC Coordinator



W. P. S.
Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM Founded 1981

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr./Ms. Dreehaxi K.S*.....has
successfully completed the certificate programme in *Professional English Communication*...conducted by the

Department of *Parmares (Self-financing)* with Grade *B* in the examination held on *20th March 2024*.....

Joseph P. Paul
Course Coordinator

Joseph P. Paul
IQAC Coordinator



Joseph P. Paul
Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that Mr./Ms. *Adithyan V Suresh*.....has

successfully completed the certificate programme in *Professional English Communication*...conducted by the

Department of *Commerce (Self-Financing)* with Grade *B⁺* in the examination held on *20th March 2024*.....

[Signature]

Course Coordinator

[Signature]

IQAC Coordinator



[Signature]
Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that ~~Mr.~~Ms.....*Albia Manuvel*.....has

successfully completed the certificate programme in *Professional English Communication*...conducted by the

Department of *Commerce (Self-financing)* with Grade *A* in the examination held on *20th March 2024*.....

S. Anitha
Course Coordinator

[Signature]

IQAC Coordinator



[Signature]
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM Founded 1981

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr./Ms. A. Len Wilsson*.....has

successfully completed the certificate programme in *Professional English Communication* conducted by the

Department of *Commerce (Self Financing)* with Grade *B⁺* in the examination held on *20th March 2024*...

Course Coordinator

IQAC Coordinator



Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr.Ms.....Rajesh.....Rajeev.....*.....has
successfully completed the certificate programme in *Professional.....English.....Communication.....* conducted by the

Department of *Commerce.....Self Financing* with Grade *B+* in the examination held on *20th March.....2024.....*

[Signature]
Course Coordinator



[Signature]
IQAC Coordinator

[Signature]
Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese

Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

*This is to certify that Mr./Ms. Saljo K. James.....has
successfully completed the certificate programme in Professional English Communication.....conducted by the*

Department of Commerce (Self-Financing) with Grade B⁺ in the examination held on 20th March 2024.....

Agnes D. S.
Course Coordinator



K. M. J.

IQAC Coordinator

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM Founded 1981

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr./Ms. Alfiya Naushad*.....has
successfully completed the certificate programme in *Professional English Communication* conducted by the

Department of *Commerce (Self-Financing)* with Grade **A** in the examination held on *20th March 2024*.....

Course Coordinator



IQAC Coordinator

Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

MELUKAVU, KOTTAYAM
Founded 1981

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr./Ms. Poojana Arif*.....has
successfully completed the certificate programme in *Professional English Communication* conducted by the
Department of *Commerce Self Financing with Grade B+* in the examination held on *20th March 2024*.....

Josephine

Course Coordinator



M.P.

IQAC Coordinator

M

Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese

Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME - 2023-2024

This is to certify that *Mrs/Ms. Salfiya Sakkeer*.....has
successfully completed the certificate programme in *Professional English Communication* conducted by the

Department of *Commerce (Self Learning) with Grade A* in the examination held on *22th March 2024*.....

Amal Raj
Course Coordinator



Amal Raj
IQAC Coordinator

Amal Raj
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr. Ms. Geraldia Sebastian*.....has
successfully completed the certificate programme in *Professional English Communication*..conducted by the
Department of *Commerce*...with Grade *B* in the examination held on...*20th March 2024*.....

Josephine S.
Course Coordinator

Mr. S. S.

IQAC Coordinator



M. S.
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr. Ms. Sreed. Biju*.....has
successfully completed the certificate programme in *Professional English Communication*....conducted by the

Department of *Commerce (Self-Financing) with Grade A* in the examination held on *20th March 2024*.....

Sreed. Biju

Course Coordinator



Sreed. Biju

IQAC Coordinator

Sreed. Biju

Principal

PRINCIPAL

HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME - 2023-2024

This is to certify that *Mr. Ms. Subin..... C. Michael.....* has

successfully completed the certificate programme in *Professional..... English..... Communication.....* conducted by the

Department of *Commerce (Self Financing) with Grade A* in the examination held on *20..... 20..... 2024.....*

Joseph P. Joseph

Course Coordinator

Principal

IQAC Coordinator



Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr./Ms. Nancy K. Michael*.....has
successfully completed the certificate programme in *Professional English Communication*..conducted by the
Department of *Lernare (Self Financing)*with Grade *A⁺* in the examination held on...*20th March.....2024*..

Nancy K. Michael
Course Coordinator

Nancy K. Michael
IQAC Coordinator



Nancy K. Michael
Principal
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that *Mr./Ms. Nisargana P*.....has

successfully completed the certificate programme in *Professional English Communication*...conducted by the

Department of *Commerce (Self. Enrichment)* with Grade *A+* in the examination held on *20th March 2024*.

Course Coordinator

IQAC Coordinator



Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that Mr./Ms.Alan.....Thomas.....has

successfully completed the certificate programme in *Professional English Communication*.....conducted by the

Department of *Commerce (Self-Financing)* with Grade *A+* in the examination held on *20th March 2024*....

Joseph

Course Coordinator



IQAC Coordinator

Princip

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME -2023-2024

This is to certify that Mr./Ms. *Roshini Roy*.....has
successfully completed the certificate programme in *Professional English Communication*...conducted by the

Department of *Commerce (Self Financing)* with Grade A in the examination held on *20th March 2024*.....

Josephine S

Course Coordinator

MRS

IQAC Coordinator



Principal

Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese

Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME - 2023-2024

This is to certify that Mr./Ms.....*Saju.....Binu.....*.....has

successfully completed the certificate programme in *Professional English.....Communication.....* conducted by the

Department of *Commerce (Self Financing)* with Grade *A* in the examination held on *20th March 2024*.....

Agnes D'Souza

Course Coordinator

M.K.M.

IQAC Coordinator



gm
Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU



HENRY BAKER COLLEGE

Founded 1981

MELUKAVU, KOTTAYAM

Accredited by NAAC with 'A' Grade An ISO 9001 : 2015 Certified Institution

A Christian Minority Educational Institution run by CSI East Kerala Diocese
Affiliated to Mahatma Gandhi University, Kottayam

CERTIFICATE PROGRAMME - 2023-2024

This is to certify that *Mr. Ms. D. Lita Jashy*.....has

successfully completed the certificate programme in *Professional English Communication* conducted by the

Department of *Commerce (Self Financing)* with Grade *A+* in the examination held on *20th March 2024*.

Course Coordinator

IQAC Coordinator



Principal

PRINCIPAL
HENRY BAKER COLLEGE
MELUKAVU