



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500043, Telangana

MASTER OF BUSINESS ADMINISTRATION

ATTAINMENT OF COURSE OUTCOME - ACTION TAKEN REPORT

Name of the faculty:	Ms. Waheeda Begum	Department:	Master of Business Administration
Regulation:	IARE - PG21	Batch:	2022-2024
Course Name:	Business Communication and Soft Skills - Seminar	Course Code:	CMBC14
Semester:	I	Target Value:	82% (2.5)

Attainment of COs:

Course Outcome		Direct Attainment	Indirect Attainment	Overall Attainment	Observation
CO1	Summarize the importance of communication and its approaches of sending messages in business.	2.7	0	2.7	Attained
CO2	Discuss and apply the practice exercises of writing business messages.	2.7	0	2.7	Attained
CO3	Describe various components of writing a business letter.	2.7	0	2.7	Attained
CO4	Narrate the strategies of writing various kinds of business letters and business reports..	2.7	0	2.7	Attained
CO5	Discuss the various formats of instructions.	2.7	0	2.7	Attained
CO6	Describe role of resume writing in setting up for a better career.	2.7	0	2.7	Attained

Action Taken Report: (To be filled by the concerned faculty / course coordinator)

Course Coordinator

Mentor

Head of the Department