

BEGLA 136 Syllabus

Block 1 – Exploring the Job Market

Unit 1 – Profiling Oneself for the Job

Unit 2 – Searching for a Job

Unit 3 – Responding to Job Advertisements

Unit 4 – Preparing for the Job

Block 2 – Preparing for Job Interviews

- Unit 1 – Using Body Language Effectively
- Unit 2 – Portfolio Making
- Unit 3 – Writing your Curriculum Vitae (CV)
- Unit 4 – Preparing to Face an Interview

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Block 3 – Skills for the Workplace-I

- Unit 1 – Etiquette, Cultural Awareness and Gender Perceptions
- Unit 2 – Understanding Customers
- Unit 3 – Essentials of Customer Service
- Unit 4 – Work Ethics

Block 4 – Skills for the Workplace-II

- Unit 1 – Participating in Discussions
- Unit 2 – Making Presentations
- Unit 3 – Writing Business Letters
- Unit 4 – Writing Business Emails

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