



SYLLABUS

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| Course Title | Campus to Corporate Training – 2 |
| Course Code | CD602 |
| Course Credit | Theory(Hrs) : 3 |
| | Practical(Hrs) : 0 |
| | Tutorial(Hrs) : 0 |
| | Credits : 3 |

Course Learning Outcomes:

At the end of the course, students will be able to

- **Develop** their comprehensive approach on job skills & they will be ready for placements.
- **Understand** the importance of Portfolio & Resume preparation and **apply** the techniques to develop their individual documents.
- **Assess** their individual skills and develop all IFS on the basis of their strength areas.
- **Evaluate** how to perform During GD & how to stand out of the Crowd.
- **Cultivate** Public Speaking Skills and overcome with the stage fear.
- **Employ** all the IFS skills during mock interview.

| Detailed Syllabus: | | |
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| Module | Name of Chapter & Details | Hours Allotted |
| VERBAL ABILITY | | |
| 1. | Verbal Ability <ul style="list-style-type: none"> ● Understand and apply techniques to develop their verbal ability skills ● Spotting errors, selecting words, ordering of words, Idioms and phrases, Verbal analogies, synonyms, spellings, sentence corrections, ordering of sentences, Antonyms, one word substitutes, change of speech, paragraph formation. | 10 |
| ESSAY WRITING | | |
| 2. | Report Writing <ul style="list-style-type: none"> ● Analyse and identify the techniques of report writing ● Sketch the layout of report writing on the basis of the video/statistics/charts ● Organize the ideas/views and draft the report/essay | 02 |
| INTERVIEW READINESS | | |
| 3. | CV/ Resume Building <ul style="list-style-type: none"> ● Understand the format and design of the documents. ● Apply Lexical showcasing their individual skills ● Design their own document | 03 |
| 4. | Cover Letter & Research on Company details <ul style="list-style-type: none"> ● Identify the importance of a job profile from different companies. ● Assess their own cover letter based on the power verbs from the job profile. ● Reproduce the document highlighting the requisite areas | 03 |
| 5. | Presentation Skill <ul style="list-style-type: none"> ● Classify the do's and don'ts of presentation skills. ● Locate the technique for handling questions during presentation. ● Analyse their presentation based on the vision and mission of a company ● Employ the skills acquired in delivering the presentation. | 03 |

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| 6. | Grooming <ul style="list-style-type: none"> ● Understand the importance of the first impression ● Apply good grooming habits for corporate culture | 02 |
| 7. | FAQs & Open Ended Questions <ul style="list-style-type: none"> ● Understand and analyse the significance of nonverbal skills while facing interview. ● Apply the identified techniques handling stressful situation ● Self-assess their individual strengths/weakness based on the key skills to handle FAQs | 03 |
| 8. | Cross Culture Communication Skills <ul style="list-style-type: none"> ● Locate gender inferiority problems if any ● Review importance of gestures and body language ● Dramatize the developed skills to overcome cross cultural sensitivity. ● Discriminate the traits creating barrier in communication | 02 |

GROUP DISCUSSION

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| 9. | Interpersonal Skill – GD <ul style="list-style-type: none"> ● Understand the concept of GD over a Debate. ● Locate the importance of Interpersonal Skills in a GD ● Demonstrate the acquired skill in role-plays ● Analyse the key areas of improvement after demonstrating | 02 |
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NON – VERBAL ABILITY

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| 10. | Series, Analytical Reasoning, Embedded Images: <ul style="list-style-type: none"> ● Understand the types of problems asked in company tests. ● Apply the identified techniques ● Recognize the steps ● Solve the problems with time management | 03 |
| 11. | Paper Folding, Grouping of Images, Image Analysis, Mirror Images : <ul style="list-style-type: none"> ● Understand the types of problems asked in company tests. ● Apply the identified techniques ● Recognize the steps ● Solve the problems with time management | 03 |
| 12. | Analogy, Pattern Completion, Paper Cutting, Dot Situation : <ul style="list-style-type: none"> ● Understand the types of problems asked in company tests. ● Recognize the steps ● Understand the short cut methods | 03 |

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| | <ul style="list-style-type: none"> • Solve the problems with time management | |
| 13. | <p>Cubes and Dice, Classification, Water Images, Figure Matrix</p> <ul style="list-style-type: none"> • Understand the types of problems asked in company tests. • Understand the short cut methods • Recognize the steps • Solve the problems with time management | 03 |
| 14. | <p>Rule Detection, Shape Construction :</p> <ul style="list-style-type: none"> • Understand the types of problems asked in company tests. • Understand the short cut methods • Recognize the steps • Solve the problems with time management | 03 |
| Total Hours | | 45 |

Instructional Method and Pedagogy:

1. Participative – Student Centric Learning Method
2. Activities and Role Plays and Audio-Visual tools will be used to enhance student participation.

Reference Book/Website:

1. www.indiabix.com