

Course Title:	Campus to Corporate Training – 2
Course Code:	CCT201
Course Credit:	Theory : 03
	Practical :
	Tutorial :
	Credits : 03

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:

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
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		
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

NON – VERBAL ABILITY

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 ● Solve the problems with time management 	03
13.	Cubes and Dice, Classification, Water Images, Figure Matrix <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.	Rule Detection, Shape Construction : <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