

St. Joseph's College of Commerce (Autonomous)
#163, Brigade Road, Bangalore – 560 025

LESSON PLAN

Subject Name: - Campus to Corporate Transition

Lecture hours: 60

Objective: To familiarize students with various methods of communication and to train them for smooth transition from campus to corporate.

Sl. No	UNIT & OBJECTIVES	No. of Lecture Hours	Methodology/ Instructional techniques	Evaluation/ learning confirmation
Module I	Corporate Readiness -Overview of corporate -History of corporate -Overview of BPS industry -History of BPS –Benefits of BPS- BPS Industry in World –BPS Industry in India –TCS BPS	6 hours		
1.	Meaning of Corporate Readiness and overview and history of corporate.	1	Lecture	Analyse the benefits of BPS industry
2.	Overview of BPS industry and its history	2	Lecture & Video	MCQ
3.	Benefits of BPS , BPS industry in the world and BPS industry in India. TCS BPS	3	Lecture & related videos	
Module II	Difference between campus and corporate – Change management – Learn the Culture – impact of your attitude and behavior – Consider the language –Establish and maintain relationship –Respect others –Be Confident –keep on learning –Consider the body language	10 hours		
1.	Difference between campus and corporate , Meaning of change management	1	Lecture and Presentation	Presentations
2.	Impact of culture in corporate, impact of attitude and behavior	3	Lecture and Presentation	Presentations
3.	Consider the language – Language and its importance	2	Lecture and Presentation	MCQs

4.	Establish and maintain relationship ,Respect others ,Be Confident ,keep on learning ,Consider the body language.	4	Lecture and Presentation, cases	Presentations
Module III	Corporate Etiquettes –Dressing and grooming skills –Workplace etiquette – Business etiquette –E-Mail etiquette – Telephone etiquette – Meeting etiquette – Presentation Skills – Professional Competencies – Analytical Thinking – Listening Skills – Time management – Team Skills – Assertiveness – Stress Management – Participating in Group Discussion – Interview facing Ownership – Attention to Detail	12 hours		
1.	Introduction to corporate Etiquettes and its importance	1	Presentation	MCQs
3.	Dressing and grooming skills	1	Lecture and Presentation	Presentations
4.	Workplace etiquette ,Business etiquette –E-Mail etiquette ,Telephone etiquette and Meeting etiquette	3	Lecture and Presentation	
5.	Presentation Skills, Professional Competencies, Analytical Thinking ,Listening Skills ,Time management and Team Skills	3	Lecture and Presentation	
6.	Assertiveness, Stress Management ,Participating in Group Discussion , Interview facing Ownership , Attention to Detail	4	Lecture and Presentation and cases	
Module IV	Communication – Grammar – Phonetics – One on one basic conversation skill practice – Reading Comprehension – Listening Comprehension – Improving Vocabulary – Improving Writing Skills – Comprehension while interacting face to face.	12 hours		
1.	Importance of communication, grammar , Phonetics	4	Lecture through PPT	Question and Answer
2	One on one basic conversation skill practice – Reading Comprehension – Listening Comprehension	4	Lecture and Presentation,e xercises	Group Presentations

3	Improving Vocabulary – Improving Writing Skills – Comprehension while interacting face to face.	4	Lecture and Presentation, exercises	Group Presentations
Module V	Recitation of short stories – Interview Skills – Group Discussion – Social Conversation Skills – Presentation – One Act Plays	20 hours	Lecture and Presentation	Group Presentations
1.	Recitation of short stories	5	Lecture and videos	
2	Interview Skills and Group Discussion	8	Lecture and Presentation exercises	
3	Social Conversation Skills , Presentation ,One Act Plays	7	Lecture and Presentation exercises	