

# LESSON PLAN

**Subject Name: Campus to Corporate Transition**

**Lecture hours: 72**

**Objective: To prepare student for the corporate life by exposing them to communication skills and etiquettes.**

S.NO	Unit & Objective	Duration	Instructional Methodology	Assessment Methodology
<b>Unit 1</b>	<b>Overview of Corporate and BPS industry</b>			
1	Concept and Origin of Corporate	4 hours and 30 minutes	Lecture and Group work	Written Assessment & Presentation of Students
2	BPS Industry & History, various types outsourcing industries			
	Overview of History, benefits, scope, business process and differences of BPO KPO BPS IPO Technical support Call centres			
3	Tata Consultancy Service, History			
<b>Unit 2</b>	<b>Campus to Corporate</b>	2 hours	Lecture and Group work	Written Assessment & Presentation of Students
1	Difference between School to Campus			
2	Difference between Campus to Corporate			
3	Change Management by learning the culture			
<b>Unit 3</b>	<b>Grooming for Corporate</b>	24 hours	Lecture and Group work	Written Assessment & Presentation of Students
I	<b>Corporate Etiquette</b>			
1	Dressing and Grooming			
2	Workplace etiquette			
3	E-mail Etiquette			
4	Telephone etiquette			
5	Meeting etiquette			

6	Presentation Skills			
II	<b>Professional Competencies</b>			
1	Analytical Thinking			
2	Listening Skills			
3	Time management			
4	Team Skills			
5	Assertiveness			
6	Stress Management			
7	Attention to Detail			
<b>Unit 4</b>	<b>Communication - Elementary Level</b>	10 hours	Lecture and Group work	Written Assessment & Presentation of Students
1	Grammar			
2	Pronunciation			
3	Conversation skills			
<b>Unit 5</b>	<b>Communication - Intermediate Level</b>	12 hours	Lecture and Group work	Written Assessment & Presentation of Students
1	Reading comprehension			
2	Listening Comprehension			
3	Vocabulary			
4	Writing Skills			
5	Comprehension			
<b>Unit 6</b>	<b>Communication - Advanced Level</b>	20 hours	Lecture and Group work	Written Assessment & Presentation of Students
1	Social conversation skills			
2	Presentation			
3	Interview Skills			
4	Group discussion			

Prepared By:

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Approved By: