



SKILL DEVELOPMENT and CERTIFICATION PROGRAMME

proposed by

10 SECONDS

Dated: 30 – 12 – 2021

customized as per the requirement of
Maharani Lakshmi Ammanni College for Women,
Margosa Rd, Malleswara, Bengaluru, Karnataka 560012

B.Com - Training Modules		
2nd year (48 hours - Online)		
Communication Skills and Professional Ethics, Aptitude Training		
Sl.No	SESSION DETAILS	Hours
1	Communication Skills: Basics, Method, Means, Process and Purpose, Basics of Business Communication, Written & Oral Communication, Listening. Communication with Confidence & Clarity- Interaction with people, the need the uses and the methods, Getting phonetically correct, using politically correct language, Debate & Extempore.	2
2	Presentation Skills Discussing the basic concepts of presentation skills, Articulation Skills, IQ & GK, How to make effective presentations, body language & Dress code in presentation, media of presentation.	2
3	Resume Writing a. Writing Resume, how to write effective resume b. Understanding the basic essentials for a resume c. Resume writing tips Guidelines for better presentation of facts. Video Resume and Etiquettes	2
4	Group Discussion a. Theory & Evaluation : Understanding why and how is the group discussion conducted b. Techniques of group discussion c. Discussion on FAQs of group discussion d. Body language during group discussion	2
5	Analogy · Meaning based, Letter based, Number based. · Classification based on Letter, Meaningful words, GK, Number Double line-up and Scheduling	2
6	Verbal reasoning Questions on · Tenses, Articles and Prepositions · Subject Verb Agreement · Parallelism · Degrees of Comparison · Sentence Construction · Phrasal Verbs · Pronouns and Adverbs · Non-Finite Verbs Common Errors	2
7	Vocabulary · Error Spotting · Phrase Replacement · Cloze Test based on Single passage with 5-10 questions · Fill in the Blanks (Double Blanks) Synonyms, Antonyms and Analogies	2
8	Blood Relations · Family Tree Problems · Coded Blood Relations Directions & Distances Arranging by age, height, weight, rank, order in row Coded Inequalities/ Mathematical Inequalities · Coded relations between letters - decoded and solved	2

	<ul style="list-style-type: none"> · Coding by Letter Shifting · Coding by Analogy · Coding in Fictitious Language Coding Letters of a Word. 	
9	Number System <ul style="list-style-type: none"> · Divisibility & Remainder · Multiples & Factors · Integers · LCM & HCF. · Complete a number Series · Find the Missing Term and Wrong Term Simplification <ul style="list-style-type: none"> · BODMAS Rule · Approximation · Decimals · Fractions · Surds & Indices Average <ul style="list-style-type: none"> · Average Weight/Height/Age/Marks · Average Money Expenditure Average Temperature 	2
10	Ratio and Proportion <ul style="list-style-type: none"> · Simple Ratios · Compound Ratios · Comprehend and Dividend · Direct & Indirect Proportions · Problems on ages · Mixtures & Allegation 	2
11	Speed, Time and Distance <ul style="list-style-type: none"> · Relative Speed · Average Speed · Problems on Train · Boat & Stream. Time and Work <ul style="list-style-type: none"> · Work Efficiency · Work & Wages Pipes & Cisterns	2
12	Linear Seating Arrangement Single or Double rows facing each other or away from each other in the same direction Circular Seating Arrangement <ul style="list-style-type: none"> · Uni- & Bi-directional problems on · Circular, Square, Rectangular, Hexagonal tables Arrangement & Pattern <ul style="list-style-type: none"> · Random Sequence of Alphabets (based on group of 5 terms each of 3 alphabets OR series of alphabets) · Number Arrangements (5 terms each of 3 digits OR series of numbers) · Mixed Series Dictionary or Alphabet based Arrangements · Complete the Alphabet Series, Number Series and Mixed Series Ordering & Ranking <ul style="list-style-type: none"> · Floor Based Puzzles · Arranging by age, height, weight, rank, order in row 	2
13	Data Sufficiency <ul style="list-style-type: none"> Questions based on · Ordering & Ranking 	2

	<ul style="list-style-type: none"> · Blood Relations · Coding in Fictitious Language · Circular Arrangements, Directions & Distances · Ages & Birthdates 	
14	Team Work Team Work and its important elements Clarifying the advantages and challenges of team work Understanding bargains in team building Defining behavior to sync with team work Stages of Team Building Features of successful teams. Body Language & Proxemics Rapport Building - Gestures, postures, facial expression and body movements in different situations, Importance of Proxemics, Right personal space to maintain with different people.	2
15	Assertive Communication- Concept of Assertive communication, Importance and applicability of Assertive communication, Assertive Words, being assertive.	2
16	Reading Comprehension <ul style="list-style-type: none"> · Passage focused on topics like Banking & Economy Business and Social Issues · Fact and Inference based questions · Vocab & Theme based questions Para Jumbles Minimal Pairs and Homophones	4
17	Motivation and Stress Management Self-motivation, group motivation, leadership abilities, Stress clauses and stress busters to handle stress and de-stress; Understanding stress - Concept of sound body and mind, Dealing with anxiety, tension, and relaxation techniques. Individual Counseling & Guidance, Career Orientation. Balancing Personal & Professional Life	3
18	Equations <ul style="list-style-type: none"> · Basic linear equations with 1 or 2 variables · Comparing values in given quadratic equations Percentage <ul style="list-style-type: none"> · Calculation-oriented basic percentage · Profit and Loss · Successive Selling type · Discount & MP · Dishonest Dealings · Partnerships Interest <ul style="list-style-type: none"> · Simple Interest · Compound Interest · Mixed Interest · Installments. 	2
19	Cubes, Cryptarithmic and Geometry	3
20	Permutation & Combination / Probability <ul style="list-style-type: none"> · Selection & Arrangement · Problems on Probability Data Sufficiency DS Questions on: Set 1 Number System, Averages, Percentages, Ratio & Proportion, Profit & Loss, Simple & Compound Interest, Set 2 Time Speed & Distance, Time & Work, Problems on Age, Mensuration, Mixtures & Allegations	2
21	Mensuration	2

	<ul style="list-style-type: none"> Area/Volume of Square, Rectangle, Trapezium, Parallelogram, Rhombus, Circle, Semicircle, Triangle, Cone, Cylinder, Cube, Cuboid Moulding from one shape to another 	
22	Syllogisms <ul style="list-style-type: none"> Questions based on 2-3 statements & 2-3 conclusions Possibility based questions Negative information based questions 	2
22 modules		48 hours

B.Com - Long Term Training Modules

2nd year (36 hours - Offline)

Communication Skills and Professional Ethics, Aptitude Training

Sl.No	SESSION DETAILS	Hours
1	Communication Skills: Basics, Method, Means, Process and Purpose, Basics of Business Communication, Written & Oral Communication, Listening. Communication with Confidence & Clarity- Interaction with people, the need the uses and the methods, Getting phonetically correct, using politically correct language, Debate & Extempore.	2
2	Presentation Skills Discussing the basic concepts of presentation skills, Articulation Skills, IQ & GK, How to make effective presentations, body language & Dress code in presentation, media of presentation.	2
3	Resume Writing a. Writing Resume, how to write effective resume b. Understanding the basic essentials for a resume c. Resume writing tips Guidelines for better presentation of facts. Video Resume and Etiquettes	2
4	Group Discussion a. Theory & Evaluation : Understanding why and how is the group discussion conducted b. Techniques of group discussion c. Discussion on FAQs of group discussion d. Body language during group discussion	2
5	Analogy <ul style="list-style-type: none"> Meaning based, Letter based, Number based. Classification based on Letter, Meaningful words, GK, Number Double line-up and Scheduling	1
6	Verbal reasoning Questions on <ul style="list-style-type: none"> Tenses, Articles and Prepositions Subject Verb Agreement Parallelism Degrees of Comparison Sentence Construction Phrasal Verbs Pronouns and Adverbs Non-Finite Verbs Common Errors	2

7	Vocabulary · Error Spotting · Phrase Replacement · Cloze Test based on Single passage with 5-10 questions · Fill in the Blanks (Double Blanks) Synonyms, Antonyms and Analogies	2
8	Blood Relations · Family Tree Problems · Coded Blood Relations Directions & Distances Arranging by age, height, weight, rank, order in row Coded Inequalities/ Mathematical Inequalities · Coded relations between letters - decoded and solved · Coding by Letter Shifting · Coding by Analogy · Coding in Fictitious Language Coding Letters of a Word.	2
9	Number System · Divisibility & Remainder · Multiples & Factors · Integers · LCM & HCF. · Complete a number Series · Find the Missing Term and Wrong Term Simplification · BODMAS Rule · Approximation · Decimals · Fractions · Surds & Indices Average · Average Weight/Height/Age/Marks · Average Money Expenditure Average Temperature	1
10	Ratio and Proportion · Simple Ratios · Compound Ratios · Comprehend and Dividend · Direct & Indirect Proportions · Problems on ages · Mixtures & Allegation	1
11	Speed, Time and Distance · Relative Speed · Average Speed · Problems on Train · Boat & Stream. Time and Work · Work Efficiency · Work & Wages Pipes & Cisterns	1
12	Linear Seating Arrangement Single or Double rows facing each other or away from each other in the same direction Circular Seating Arrangement · Uni- & Bi-directional problems on	1

	<ul style="list-style-type: none"> · Circular, Square, Rectangular, Hexagonal tables Arrangement & Pattern · Random Sequence of Alphabets (based on group of 5 terms each of 3 alphabets OR series of alphabets) · Number Arrangements (5 terms each of 3 digits OR series of numbers) · Mixed Series Dictionary or Alphabet based Arrangements · Complete the Alphabet Series, Number Series and Mixed Series Ordering & Ranking <ul style="list-style-type: none"> · Floor Based Puzzles · Arranging by age, height, weight, rank, order in row 	
13	Data Sufficiency Questions based on <ul style="list-style-type: none"> · Ordering & Ranking · Blood Relations · Coding in Fictitious Language · Circular Arrangements, Directions & Distances · Ages & Birthdates 	2
14	Team Work Team Work and its important elements Clarifying the advantages and challenges of team work Understanding bargains in team building Defining behavior to sync with team work Stages of Team Building Features of successful teams. Body Language & Proxemics Rapport Building - Gestures, postures, facial expression and body movements in different situations, Importance of Proxemics, Right personal space to maintain with different people.	2
15	Assertive Communication- Concept of Assertive communication, Importance and applicability of Assertive communication, Assertive Words, being assertive.	1
16	Reading Comprehension <ul style="list-style-type: none"> · Passage focused on topics like Banking & Economy · Business and Social Issues · Fact and Inference based questions · Vocab & Theme based questions Para Jumbles Minimal Pairs and Homophones	2
17	Motivation and Stress Management Self-motivation, group motivation, leadership abilities, Stress clauses and stress busters to handle stress and de-stress; Understanding stress - Concept of sound body and mind, Dealing with anxiety, tension, and relaxation techniques. Individual Counseling & Guidance, Career Orientation. Balancing Personal & Professional Life	2
18	Equations <ul style="list-style-type: none"> · Basic linear equations with 1 or 2 variables · Comparing values in given quadratic equations Percentage <ul style="list-style-type: none"> · Calculation-oriented basic percentage · Profit and Loss · Successive Selling type · Discount & MP · Dishonest Dealings · Partnerships Interest <ul style="list-style-type: none"> · Simple Interest · Compound Interest · Mixed Interest · Installments. 	2

19	Cubes, Cryptarithmic and Geometry	2
20	Permutation & Combination / Probability · Selection & Arrangement · Problems on Probability Data Sufficiency DS Questions on: Set 1 Number System, Averages, Percentages, Ratio & Proportion, Profit & Loss, Simple & Compound Interest, Set 2 Time Speed & Distance, Time & Work, Problems on Age, Mensuration, Mixtures & Allegations	2
21	Mensuration · Area/Volume of Square, Rectangle, Trapezium, Parallelogram, Rhombus, Circle, Semicircle, Triangle, Cone, Cylinder, Cube, Cuboid · Moulding from one shape to another	1
22	Syllogisms · Questions based on 2-3 statements & 2-3 conclusions · Possibility based questions · Negative information based questions	1
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	Double line-up and Scheduling	
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22	Syllogisms · Questions based on 2-3 statements & 2-3 conclusions · Possibility based questions · Negative information based questions	2
22 modules		36 hours

Authorized Signatory



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