

# Hirachand Nemchand College of Commerce (Autonomous), Solapur

## Dept. of Management Studies

(Affiliated to P. A. H. Solapur University, Solapur)

### Certificate Course: Skills for Career Enhancement

Course Structure (Non-Credit, Compulsory Course)

Duration: 40 Hrs. Lectures + Practicals

#### Course Objectives:

1. To develop analytical abilities
2. To develop communication skills
3. To introduce the students to skills necessary for getting, keeping and being successful in a profession.
4. To expose the students to leadership and team-building skills.

<b>Module 1</b>	<b>Verbal Skills And Soft Skills</b>
<ul style="list-style-type: none"><li>• Conversation, and oral skills, Memo Writing, Email Writing, Report Writing, Proposal Writing</li><li>• People Skills</li></ul>	
<b>Module 2</b>	<b>Aptitude Test</b>
<ul style="list-style-type: none"><li>• <b>Quantitative Aptitude :</b> Area, Problems on Age, Averages, Mean, Median and Mode, Discount, Data Interpretation, Heights and distances, Inequalities, Number Series, Number theory, Number System – Fractions, Decimals, Partnerships, Percentage, Permutation and Combinations, Points, lines and angles, Probability, Profit and Loss, Ratio and Proportions, Simple and Compound Interest, Speed, Distance and Time, Stocks and shares, Data Sufficiency, Work and Wages.</li><li>• <b>Reasoning:</b> Verbal Reasoning, Non-verbal Reasoning, Analytical Reasoning.</li></ul>	
<b>Module 3</b>	<b>Interview and Professional Skills</b>
<ul style="list-style-type: none"><li>• Interviewing Skills &amp; Mock Interview, Purpose of Interview, Types of Interviews, Types of Interview Questions, Presenting with Positivity, General Preparation for Interview process, Campus to Work, Basic Professional Skills, Maintaining Efficiency at Workplace.</li></ul>	