



ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU

Re- accredited by NAAC with 'A' Grade- CGPA 3.62

Recognised by UGC as 'College with Potential for Excellence'

College with 'STAR STATUS' conferred by DBT, Govt. of India

DEPARTMENT OF COMMERCE

OFFERS

AN ONLINE CERTIFICATE COURSE

IN

GENERAL APTITUDE AND CORPORATE ETIQUETTES



Course

Highlights (30 Hours)

Training For:

- ✓ Clearing Aptitude
- ✓ Improving Communication Skills
- ✓ Career Enhancement Skills
- ✓ Preparation of Resume
- ✓ Creating LinkedIn Profile

Who Can Apply

Participants from any stream who are preparing for

- ✓ Competitive Exams
- ✓ Placements

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN GENERAL APTITUDE

COURSE COORDINATOR: MS SHAROL S. RODRIGUES

Mode of teaching: online

No. of hours: 30

Module 1: Quantitative Aptitude (10 hours)

Simplification, number system, Ratios and Proportions, Percentages, profit and loss, discounts, time and work, permutation and combination, simple and compound interest,

Module 2: verbal Ability (8 hours)

Reading comprehension, analogy, synonyms, words often confused and misused.

Module 3: Logical reasoning (10 hours)

Coding-decoding, sitting arrangements, blood relation, directions, syllogism, series, statement and arguments

Module 4: Professional etiquettes (2 hours)

General and email etiquettes