

# SYLLABUS for Certificate course in Aptitude training and Soft Skills

Total hours : 150

## Module 1

QA 1.1 SPEED MATHS

QA 1.2 Number Systems

QA 1.3 Ratio & Proportion

LR 1.1 Sitting Arrangements

LR 1.2 Analytical reasoning

VA 1.4 Basics of RC and Essential Vocabulary

VA 1.5 Articles and Prepositions

GA 1.1 Awards and Honors, Summits

GA 1.2 Introduction to Banking

**RT 1.1 Review test 1**

## Module 2

QA 2.1 Percentage & Averages

QA 2.2 Profit & Loss

QA 2.3 Mixtures & Alligations

VA 2.1 Reading Comprehension and Cloze Test

VA 2.2 Error Spotting, Sentence Correction

LR 2.1 Graphs and tables

GA 2.1 Economy based current affairs

### **Module 3**

- QA 3.1 Surds & Indices ; identities & Numerical calculations
- QA3.2 Simple Interest & Compound Interest
- QA 3.3- Mensuration :Cylinder, Cone, Sphere
- QA 3.4 Advanced Problem solving
- LR 3.1 Logical Reasoning & Data Sufficiency
- VA 3.1 Advanced Vocabulary & Verbal reasoning
- VA 3.2 Para Jumbles, Multiple Meaning Words
- VA 3.3 Reading Comprehension

*RT 3.1 Review test 3*

### **Module 4**

- QA 4.1 Time & work
- QA 4.2 Sequence & Series
- QA 4.3 Time & Distance
- LR 4.1 Data interpretation
- VA 4.1 Advanced Verbal ability
- VA 4.2 Public Speaking and Interview skills
- GA 4.1 Books and Authors, Defense, Sports.
- GA 4.2 Government Schemes, , Committees, National and International Obituaries, Reports and Indexes

GA 4.3 Introduction to Banking

*RT 4.1 Review test 4*

## Module 5

VA 5.1 Advanced Vocabulary & Verbal reasoning

VA 5.2 Group discussion

QA 5.1 Permutation Combination & Basics of Probability

QA 5.2 Advanced probability theory ; linear Equations

QA 5.3 Quadratic Equations and Data Interpretation.

QA 5.4 Miscellaneous problems

LR5.1 Syllogism

LR 5.2 logical Reasoning 2

GA 5.1 Static GK

GA : Basics of IT

*RT 5.1 Review test 5*

*Model test : 2 hours*

.....150 hours.....