

Name of the Program: BACHELOR OF COMMERCE (REGULAR) Course Code: 5.6 Name of the Course: EMPLOYABILITY SKILLS		
COURSE CREDITS	NO. OF HOURS PER WEEK	TOTAL NO. OF TEACHING HOURS
2 CREDITS	2 HOURS	30 HOURS
Pedagogy: Classroom Lectures, Problem Solving Sessions, Mock Tests, Case Studies, Group Discussions, Practice Worksheets, Computer-Based Test Simulations, and Career Guidance Sessions.		
Course Outcomes: On successful completion of the course, the students will be able to: a) Understand the structure and pattern of major competitive examinations. b) Develop quantitative aptitude and logical reasoning abilities. c) Enhance business, financial, banking, and economic awareness. d) Improve English language and communication skills required for competitive exams. e) Prepare effectively for Banking, Insurance, SSC, UPSC, CMA, CA, CS, CAT, and other commerce-oriented examinations.		
Syllabus		Hours
Unit 1- Introduction & Quantitative Aptitude for Competitive Exams		12
Overview of Competitive Examinations in India – Banking Sector Exams (IBPS, SBI, RBI, NABARD); Insurance Sector Exams (LIC/NICL) ; SSC & Civil Services– UGC NET Commerce – CAT/Management Entrance Tests – Professional Courses (CA, CMA, CS, CFA, ACCA) – Eligibility, Exam Pattern, Selection Procedure, Career Opportunities, and Preparation Strategies. Number System – HCF & LCM, – Ratio and Proportion – Percentages – Profit and Loss – Simple and Compound Interest – Average – Time and Work – Time, Speed and Distance – Partnership –Data Interpretation – Charts and Graphs.		
Unit 2- Logical Reasoning and Analytical Ability		10
Verbal Reasoning: Coding-Decoding – Blood Relations – Seating Arrangement – Syllogisms – Direction Sense – Puzzle Tests – Statement and Assumptions – Data Sufficiency – Series Completion – Logical Sequencing – Input/Output – Analytical Reasoning Non-Verbal Reasoning: Mirror Images – Figure Analysis – Cubes and Dice.		
Unit 3- Business Communication and Comprehensive Solving		08
Vocabulary Building – Grammar – Sentence Correction – Reading Comprehension – Para Jumbles – Fill in the Blanks – Cloze Test – Synonyms and Antonyms – Idioms and Phrases – Business Communication – Report Writing Basics – Email Etiquette – Interview Communication Skills.		
Books for Reference: 1. R.S. Aggarwal – Quantitative Aptitude for Competitive Examinations 2. R.S. Aggarwal – Modern Approach to Verbal and Non-Verbal Reasoning 3. Arihant Publications – General English for Competitive Exams 4. Lucent Publications – General Knowledge 5. Pratiyogita Darpan – Competitive Examination Resources 6. Banking Awareness by Arihant Experts 7. Objective Commerce by S.P. Jain & K.L. Narang		

