



CAMPUS RECRUITMENT TRAINING (CRT) SYLLABUS

"Unlock Your Career Potential: Campus Recruitment Training (CRT) Course Syllabus"

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SUCCEED TOMORROW



CAMPUS RECRUITMENT TRAINING (CRT) COURSE SYLLABUS

Module 1: Introduction to Campus Recruitment

Overview of Campus Recruitment

- Understanding the recruitment process in the corporate world.
- Types of recruitment methods (campus placements, off-campus, walk-ins).
- Importance of preparation and skills for cracking campus interviews.

Understanding Different Rounds in Campus Recruitment

- Pre-placement talks (PPTs), Aptitude Tests, Technical Interviews, HR Interviews.
- How each round is structured and evaluated.

Module 2: Aptitude and Reasoning Skills

Quantitative Aptitude

- Number systems, percentages, ratios, and proportions.
- Time and distance, speed and time.
- Problems on trains, boats, pipes, and cisterns.
- Time and work, profit and loss, simple and compound interest.
- Data interpretation (tables, graphs, and charts).

Media Management

- Analogy, series, and pattern recognition.
- Syllogisms, blood relations, direction sense.
- Puzzles (seating arrangements, ranking, coding-decoding).
- Verbal reasoning (logical deductions, assumptions, conclusions).



Verbal Ability

- Sentence completion, reading comprehension.
- Antonyms, synonyms, and vocabulary enhancement.
- Error spotting and grammar correction.
- Sentence rearrangement.

Module 3: Technical Skills (for IT roles)

Programming Concepts and Problem Solving

- Basic knowledge of programming languages (C, C++, Java, Python).
- Understanding algorithms and data structures.
- Problem-solving using arrays, strings, linked lists, stacks, queues, trees, and graphs.

Computer Science Fundamentals


- Basics of operating systems, computer networks, and databases.
- Understanding of DBMS (Data Structures, SQL queries).
- Algorithms and their complexities (Big-O Notation).

Coding Challenges and Practice

- Solving coding challenges through platforms like HackerRank, CodeChef, LeetCode.
- Practice sessions to improve coding speed and accuracy.

Module 4: HR Interview Preparation

Understanding the HR Interview

- What HR interviewers look for (communication skills, attitude, adaptability).
 - Common HR interview questions (tell me about yourself, strengths/weaknesses, why this company).
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Building a Strong Resume

- How to structure a professional resume.
- Highlighting key skills, experiences, and achievements.
- Tailoring your resume for different job roles.

Personality Development and Soft Skills

- Building self-confidence and improving communication.
- Body language and non-verbal communication.
- Building a positive attitude and handling stress in interviews.

Mock HR Interviews

- Mock interview sessions for practice and feedback.
- Handling difficult or tricky questions with confidence.

Module 5: Group Discussions (GD) and Presentation Skills

Group Discussion Preparation

- Understanding the concept and purpose of a GD.
- How to initiate, participate, and conclude in a group discussion.
- Key skills for GDs: Leadership, Teamwork, Communication, Problem-solving.
- Common GD topics (current affairs, general knowledge, social issues, technology).

Effective Presentation Skills

- Techniques for delivering impactful presentations.
- How to structure a presentation and engage the audience.
- Using visual aids and handling Q&A effectively.

Mock GD Sessions

- Conducting mock group discussions to enhance participation.
- Providing feedback and improvement tips.



Module 6: Communication Skills

Written Communication

- Email writing, official letter writing, and report writing.
- Writing effective cover letters and professional emails.

Verbal Communication

- Improving spoken English and fluency.
- Public speaking techniques and overcoming stage fear.
- Effective listening and active communication.

Debates and Discussions

- Practicing debates and discussions on various topics.
- Encouraging critical thinking and articulation of ideas.

Module 7: Personality Development and Interview Etiquette

Building Professional Attitude

- Developing a professional mindset and approach.
- Time management, stress management, and multi-tasking.
- Teamwork and leadership skills.

Dress Code and Interview Etiquette

- Understanding appropriate dressing for interviews.
- Professional behavior and meeting etiquettes.

Mock Interview and Feedback

- Conducting mock interviews for technical and HR rounds.
 - Personalized feedback on how to improve your performance.
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Module 8: Career Guidance and Job Search

Job Market Overview

- How to search for jobs: job portals, LinkedIn, networking.
- Preparing for campus interviews and online recruitment processes.

Preparing for Off-Campus Drives

- How to approach off-campus drives and internships.
- Networking with professionals and alumni for opportunities.

Post-Interview Tips

- Following up after the interview (thank-you emails, next steps).
- Understanding job offers, negotiation, and finalizing the offer.

Module 9: Mock Test and Real-Time Interview Preparation

Mock Aptitude and Technical Tests

- Simulating the actual recruitment tests (aptitude, coding challenges, online assessments).
- Time management and improving accuracy during tests.

Mock Group Discussions and Interviews

- Mock GD sessions based on real-world scenarios.
- Full mock interview rounds (technical and HR) to simulate actual placement processes.

Tools and Resources Covered:

- Online coding platforms (HackerRank, CodeChef, LeetCode).
- Mock test platforms for aptitude (Indiabix, M4Maths).
- Resume-building tools (Canva, Novoresume).
- Communication improvement apps (HelloTalk, Grammarly).