



## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory body of the Government of Andhra Pradesh)

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**SYLLABUS OF**

### **ANALYTICAL SKILLS**

**AS PART OF LIFE SKILLS COURSES**

**UNDER CBCS FRAMEWORK WITH EFFECT FROM 2020-21**

**PROGRAMME: THREE-YEAR UG PROGRAMME**

## **CBCS/ SEMESTER SYSTEM**

(w.e.f 2020-21 )

### **ANALYTICAL SKILLS**

#### **Syllabus**

**Total 30 Hrs**

**Course Objective:** Intended to inculcate quantitative analytical skills and reasoning as an inherent ability in students.

#### **Course Outcomes:**

After successful completion of this course, the student will be able to;

- 1) Understand the basic concepts of arithmetic ability, quantitative ability, logical reasoning, business computations and data interpretation and obtain the associated skills.
- 2) Acquire competency in the use of verbal reasoning.
- 3) Apply the skills and competencies acquired in the related areas
- 4) Solve problems pertaining to quantitative ability, logical reasoning and verbal ability inside and outside the campus.

#### **UNIT – 1:** (10 Hours)

**Arithmetic ability:** Algebraic operations BODMAS, Fractions, Divisibility rules, LCM & GCD (HCF).

**Verbal Reasoning:** Number Series, Coding & Decoding, Blood relationship, Clocks, Calendars.

#### **UNIT – 2:** (10 Hours)

**Quantitative aptitude:** Averages, Ratio and proportion, Problems on ages, Time-distance – speed.

**Business computations:** Percentages, Profit & loss, Partnership, simple compound interest.

#### **UNIT – 3:** (07 Hours)

**Data Interpretation:** Tabulation, Bar Graphs, Pie Charts, line Graphs. Venn diagrams.

#### **Recommended Co-Curricular Activities (03 hrs)**

Surprise tests / Viva-Voice / Problem solving/Group discussion.

#### **Text Book:**

Quantitative Aptitude for Competitive Examination by R.S. Agrawal, S.Chand Publications.

#### **Reference Books**

1. Analytical skills by Showick Thorpe, published by S Chand And Company Limited, Ramnagar, New Delhi-110055
2. Quantitative Aptitude and Reasoning by R V Praveen, PHI publishers.
3. Quantitative Aptitude for Competitive Examination by Abhijit Guha, Tata Mc Graw Hill Publications.