

17BB339-ANALYTICAL SKILLS FOR MANAGERS - I

Course Description and Objective:

Students will be introduced to various Arithmetic and Reasoning Problems. The students will have acquaintance with various problems like Time & distance, Percentages, Profit and Loss etc. besides solving puzzles and Critical Reasoning.

Course Outcomes:

Upon successful completion of this course, students should be able to

1. Student can meet the demands of current job market besides equipping them higher studies like CAT, GMAT etc...
2. Solves Arithmetic and Reasoning Problems within shortest possible time without paper work.
3. Student exhibits better analytical skills and aptitude skills.
4. Student develops interpretational skills.

Pre-Course Work:

A pre-assessment test (in Quantitative and Reasoning Aptitude) based on a top recruiter at campuses to enable students to become aware of the pattern of evaluation and their relative performance vis-à-vis other students in the course.

Across all topics in all units:

Each concept would be taught in detail in the class followed by 10 problems solved in the class. Students would have to solve 10 additional problems as home work assignment in each concept

Unit I:

Speed Maths, Number System, HCF and LCF of Numbers, Percentage, Average, Ratio and Proportion.

Unit II:

Time and Work, Pipes and Cisterns, Time and Distance, Trains and Partnership. Mid-sem test to be conducted after completion of Unit 2 and the syllabus of the test would be all concepts in Unit 1 and 2. This test would be a CBT (Computer Based Test) to familiarize students with online mode of test taking.

Unit III:

Profit, Loss and Discount, Calendar, Clocks and Mixtures.

Unit IV:

Problems on Ages, Data Interpretation and Syllogisms.

Unit V:

Critical Reasoning, Logical Reasoning based on Arrangements and Ranking, Team Formations, Blood Relationships, Direction Test.

TEXT BOOKS:

1. Quantitative Aptitude for Competitive Examinations by R. S. Aggarwal (2013)
2. **The Pearson Guide to Quantitative Aptitude for Competitive Examinations** by Dinesh Khattar (2013)

REFERENCE BOOKS:

1. Quantitative Aptitude for Competitive Examinations by Trishna Knowledge Systems (2013)
2. A Modern Approach to Verbal & Non-Verbal Reasoning by R. S. Aggarwal (February 2010)