



## ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

### SKILL COURSE

w.e.f. AY 2023-24

### SEMESTER-I

### ANALYTICAL SKILLS

Theory

Credits: 2

2 hrs/week

**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:

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

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

#### UNIT – 2:

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

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

#### UNIT – 3:

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

#### Recommended Co-Curricular Activities

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.