

CERTIFICATE COURSE

FOUNDATION COURSE ON REASONING AND NUMERICAL SKILL

COURSE CODE: LFCCEECO 02

Type: Skill Oriented Programme

Objectives:

1. To train and equip students with skills to draw reasonable and logical deductions out of the provided data
2. To develop ability to work on business reports and documents that are easily understandable
3. To develop employability skills of students as numerical and reasoning skills help to understand and articulate any problems in an organisation and may be resolved at hand

Total Credits: 2

Programme Structure

Module	Subject	Lecture credit	Hrs
1	Deductive and Inductive Reasoning	0.8	12
2	Quantitative Aptitude, Numerical Ability and Fundamental Mathematics	0.5	7.5
3	Data Analysis and Interpretation	0.5	7.5
4	General Knowledge and Current Affairs	0.2	3
	Total	2.0	30

Module I- Deductive and Inductive Reasoning

Type of reasoning - definitions, general examples and mathematical examples.
Critical, Analytical, Logical Reasoning -- Series, Directions, Syllogism, Blood Relations, Critical Reasoning, Analogy, Verbal Reasoning—communication-Business reports, letters.

Module 2 - Quantitative Aptitude, Numerical Ability, Fundamental Mathematics (0.5 credit)

Percentage, Number system, Algebra, Profit and loss, Average, AP and GP

Module 3 - Data Analysis and Interpretation (0.5 Credit)

Pie charts, Bar graphs, Radar graphs, Tables, Line charts, mixed graphs

Module 4 - General Knowledge and Current Affairs (0.2 credit)

International events, Major developments in the areas of sports, geopolitics and important environmental agreements, Awards and honours, eminent personalities

References:

1. Quantitative aptitude for Competitive exams, Dr R.S Agarrwal, S.Chand Publ
2. Anew Approach to Reasoning, B.S Sijwali, Indu Sijwali, Arihant Publ
3. Pratiyogita Darpan-Year Book
4. General Knowledge & Current Affairs, R.Gupta