

Teaching Guidelines for  
**General Aptitude & Communication**  
PG-DAC August 2024

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**Duration: 90 hours** (Classroom hours + Practice sessions)

**Prerequisites:** Knowledge of Mathematics & English.

**Evaluation:** Grading based on combined marks of Aptitude and Communication

**Weightage:** Aptitude - 40% (through CCEE) ; Communication - 60% (through internals)

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### General Aptitude

**Duration:** 40 Class room hours + Practice sessions

**Objective:** To reinforce knowledge of general aptitude

**Evaluation:** Centralised Course-End Exam (CCEE) (40 marks)

**Reference Books:**

- Quantitative Aptitude by RS Aggarwal / S Chand
- Verbal & Non-Verbal Reasoning: RS Aggarwal / S Chand
- Quantitative Aptitude - Quantum CAT : Sarvesh K Verma / Arihant
- How to prepare GRE by Barron's / Galgotia
- Magic Book on Quicker Math by Manoj Tyra / BSC

Website to refer: [www.indiabix.com](http://www.indiabix.com)

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**Session 1: (2.5 hours)**

- Percentage
- Profit & Loss

**Session 2: (2.5 hours)**

- Ratio & Proportion
- Partnership

**Session 3: (2.5 hours)**

- Average
- Mixture & Alligation

**Session 4: (2.5 hours)**

- Simple Interest & Compound Interest

**Session 5: (2 hours)**

- Cyclicity & Remainders

**Session 6: (1.5 hours)**

- Coding & Decoding

**Session 7: (1.5 hours)**

- Syllogism

**Session 8: (1.5 hours)**

- Blood Relations

**Session 9: (2 hours)**

- Seating Arrangements
  - Linear & Circular

**Session 10: (2 hours)**

- Puzzles
- Ordering and Ranking

**Sessions 11 & 12: (3 hours)**

- Time, Speed & Distance
- Trains, Boats & Streams

**Sessions 13 & 14: (3 hours)**

- Time & Work
- Wages (Man days)
- Pipes & Cisterns

**Session 15: (1.5 hours)**

- Directions

**Session 16: (2 hours)**

- Surds and Indices
- Problems on Ages

**Session 17: (2 hours)**

- Data Interpretation
- Data Sufficiency

**Session 18: (3 hours)**

- Permutations & Combinations

**Session 19: (2 hours)**

- Probability

**Session 20: (3 hours)**

- Revision
- Getting ready for placement tests
- Practice tests