

Graphic Era Hill University
B.Tech 5th Semester
Syllabus of Career Skills (Theory)

Course Code: XCS 500

L T P C

Course Name: Career Skills

1 1 2 3

Learning Outcome:

After completing this course, the student will be able to

LO 1. Apply the properties of numbers and the other concepts to solve different problems on number theory.

LO 2. Understand the importance of percentage in calculations and solve different types of problems in Percentage and profit, loss and discount.

LO 3. Solve different types of problems in Simple Interest and Compound Interest.

LO 4. Discern an understanding of grammatical structures using the Concept of Subject Verb Agreement, Pronouns and conditionals in conversations and discussions including academic discourse settings.

LO 5. Demonstrate the ability to critically assess the statements & and draw inferences after critical analysis and evaluation of the text.

UNIT 1: **5 Hours**
(3 hours lecture + 2 hours tutorial)

Classification of numbers, rules of divisibility, properties of remainders, LCM-HCF and their applications, concept of the last digit, concept of alpha numerals. Practice of questions based on number system concepts.

UNIT 2: **5 Hours**
(2 hours lecture + 3 hours tutorial)

Concept of percentage and percentage equivalent of fractions, multiplication factor, importance and understanding of the base in calculations, concept and application of the successive percentage change rule.

Concept of profit, loss and discount and its application. Understanding and practice of questions based on addition of impurity and unequal quantity buying and selling concept.

UNIT 3: **5 Hours**
(2 hours lecture + 3 hours tutorial)

Concept and understanding of simple and compound interest and their difference, understanding CI as an application of the successive percentage change rule, concept of effective rate of interest and practice of all the types of problems in SI and CI. Concept and understanding of average, weighted average and its application. Practice of problem based on age related concepts.

UNIT 4: Applied Grammar & Usage II

8 Hours

(4 hours lecture + 4 hours tutorial)

- a. Subject Verb Agreement
- b. Pronoun and Antecedent based errors
- c. Conditionals
- d. Comparison based errors
- e. Errors of Parallel Forms excluding the ones covered earlier.

UNIT 5: Verbal Reasoning

7 Hours

(3hours lecture +4 hours tutorial)

- a. Introduction to Parajumbles
- b. Techniques to solve
- c. Types of questions and practice of parajumble questions. (Include 4 statement parajumbles and 6 statement parajumbles).
- d. Introduction to Critical Reasoning using statement assumption, statement conclusion, strengthen, weaken and drawing inference.

Reference Books and material:

1. P.A.Anand, Quantitative Aptitude for Competitive Exams, Wiley Publication, October 2015.
2. Martin Hewings- Advanced English grammar, Cambridge University Press, November 1999.
3. Raymond Murphy- English grammar in use (Intermediate level), Cambridge University Press, November 1999.
4. Norman Lewis-Word Power Made Easy, Distributed Art Publishers, June 2011.
5. Shakuntala Devi, Puzzles to Puzzle you, Orient Paperbacks, June 1976.
6. George Summers, The great book of Puzzles and Teasers, Jaico Publishing, September 1989.
7. Any other reading as suggested by the faculty.