

Title of the Course: Mathematical Ability

Nature of the Course: Skill Enhancement Course

Course Objectives:

To enhance the basic mathematical skills and logical reasoning that is required in day-to-day life and most of the competitive exams

UNIT I

Number system, various types of numbers, Operation on numbers, Divisibility Rules, Unit's digit of an expression, Factors and multiples, Application of Highest common factor and least common multiple, factorization method, common division method, HCF and LCM of decimal fractions, comparison of fractions, Decimal fractions, operation on decimal fractions, recurring decimal - Pure and mixed recurring decimal, conversion of a decimal and a mixed recurring decimal into vulgar fraction. Correct Sequence of operations to find out value of a given expression (BODMAS), Modulus of a real number, Virnaculum, square root, cube root, Surds and indices, law of surds, law of indices, linear equations and its application for solving problems of ages.

LEARNING OUTCOMES:

After the completion of this course, the learner will be able to:

1. solve the problems based on critical thinking with logic and reasoning
2. use the basic mathematics as a tool to understand and solve the real-life problems
3. use basic mathematics for various competitive examinations like Bank PO, IBPS, SSC, Campus recruitment tests, CAT, Railway Recruitment Board Exams etc.

SUGGESTED READINGS:

1. Agarwal R.S., Quantitative aptitude for competitive examinations, S. Chand Publishers, 2019.
2. Verma R., Fast track objective arithmetic, Arihant Publishers, 2022.



SYLLABUS OF ENGLISH BRIDGE CLASSES

ENGLISH GRAMMAR:

Tenses (Simple, Continuous and Perfect)

Articles

Prepositions

Modals (Auxilliary Helping Verbs)

Direct-Indirect (Narration)

Quantifiers and Determiners

COMMUNICATION SKILLS:

Importance of Communication

Reading Skills

Verbal and Non Verbal Communication

Preparation for Interviews



(RITU JAITLEY)

HEAD, ENGLISH DEPARTMENT

Syllabus of Bridge Classes (2018- 2019)

Accountancy

Introduction to Accounting, Meaning, Process, Characteristics, Advantages, Disadvantages, Users of Accounting, Accounting Concepts & Conventions, Scope of Accounting (Introduction to Financial Accounting, Cost Accounting and Management Accounting), Recent trends in Accounting, Golden Rules of Accounting, Accounting Terminologies, Preparation of Financial Statement (Meaning of Balance sheet & Profit & Loss account), Accounting Software (Basic knowledge of Tally ERP 9 & busy)

Management

Introduction, Meaning, Features of Management, Levels of Management, Management v/s Administration, Functions of Management, Principles of Management, Forms of Organization: Meaning & Features of Sole Proprietorship, Meaning & Features of Partnership, Meaning & Features of Company, Types of Companies (Public, Private & Government Company), Meaning of Entrepreneurship, Features & Scope of Entrepreneurship, Case study of Entrepreneurship

Movila
Inchays
Pg Dept of
Comm &
Bus. Mgnt

Syllabus of Bridge Classes (2018- 2019)

Accountancy

Introduction to Accounting, Meaning, Process, Characteristics, Advantages, Disadvantages, Users of Accounting, Accounting Concepts & Conventions, Scope of Accounting (Introduction to Financial Accounting, Cost Accounting and Management Accounting), Recent trends in Accounting, Golden Rules of Accounting, Accounting Terminologies, Preparation of Financial Statement (Meaning of Balance sheet & Profit & Loss account), Accounting Software (Basic knowledge of Tally ERP 9 & busy)

Management

Introduction, Meaning, Features of Management, Levels of Management, Management v/s Administration, Functions of Management, Principles of Management, Forms of Organization: Meaning & Features of Sole Proprietorship, Meaning & Features of Partnership, Meaning & Features of Company, Types of Companies (Public, Private & Government Company), Meaning of Entrepreneurship, Features & Scope of Entrepreneurship, Case study of Entrepreneurship

Movila
Inchays
Pg Dept of
Comm &
Bus. Mgnt

SYLLABUS OF ENGLISH BRIDGE CLASSES

ENGLISH GRAMMAR:

Tenses (Simple, Continuous and Perfect)

Articles

Prepositions

Modals (Auxilliary Helping Verbs)

Direct-Indirect (Narration)

Quantifiers and Determiners

COMMUNICATION SKILLS:

Importance of Communication

Reading Skills

Verbal and Non Verbal Communication

Preparation for Interviews



(RITU JAITLEY)

HEAD, ENGLISH DEPARTMENT

Title of the Course: Mathematical Ability

Nature of the Course: Skill Enhancement Course

Course Objectives:

To enhance the basic mathematical skills and logical reasoning that is required in day-to-day life and most of the competitive exams

UNIT I

Number system, various types of numbers, Operation on numbers, Divisibility Rules, Unit's digit of an expression, Factors and multiples, Application of Highest common factor and least common multiple, factorization method, common division method, HCF and LCM of decimal fractions, comparison of fractions, Decimal fractions, operation on decimal fractions, recurring decimal - Pure and mixed recurring decimal, conversion of a decimal and a mixed recurring decimal into vulgar fraction. Correct Sequence of operations to find out value of a given expression (BODMAS), Modulus of a real number, Vinculum, square root, cube root, Surds and indices, law of surds, law of indices, linear equations and its application for solving problems on ages.

LEARNING OUTCOMES:

After the completion of this course, the learner will be able to:

1. solve the problems based on critical thinking with logic and reasoning
2. use the basic mathematics as a tool to understand and solve the real-life problems
3. use basic mathematics for various competitive examinations like Bank PO, IBPS, SSC, Campus recruitment tests, CAT, Railway Recruitment Board Exams etc.

SUGGESTED READINGS:

1. Agarwal R.S., Quantitative aptitude for competitive examinations
2. Verma S. P. -

Syllabus for COMPUTER Course

SECTION-A

MS-Word: Introduction to Ms-Office, Ms-Access, Ms Excel. Parts of window of word (Title bar, menu bar, status bar, ruler) , Creation of new documents, opening document ,insert a document into another document. Page setup, margins, gutters, font properties, Alignment, page breaks, header footer deleting ,moving, replace, editing text in document. Saving a document, spell checker, printing a document. Creating a table, entering and editing, Text in tables. Changing format of table, height width of row or column. Editing, deleting Rows, columns in table. Borders, shading, Templates, wizards, Drawing objects, mail merge

SECTION-B

MS-Power Point: Introduction to Ms power point. Power point elements (templates wizard Views, color schemes ,Exploring power point menu (opening & closing menus, working With dialogues boxes), adding text, adding title, moving text area, resizing text Boxes, adding pictures. Starting a new slide, saving presentation, printing slides .Views (slide View slide sorter, notes view, outline view) .Formattng & enhancing text formatting, Choosing transitions. Creating a graph, displaying slide show, adding multimedia .Slide transitions. Timing slide display, adding movies & sounds. Using a pick look Wizards to change format.

SECTION-C

MS-Excel: Introduction to Worksheet/Spreads, Features of excel. Describe the excel Window, different functions on different data in excel, creation of graphs, editing it and formatting, changing chart type to 2d chart or 3d chart, creation of worksheet, adding, deleting, moving the text in worksheet. linking different sheets, sorting the data, querying the data, filtering the data (auto and advance filters), What-if analysis, printing a worksheet.

SECTION-D

MS-Access: Introduction, Understanding Databases. Creating the tables. entering records in table, deleting table, modifying table fields, linking tables, Queries. Forms, formatting forms, relating a form to tables, Reports(building reports, formatting report, displaying the information of table using reports Adding Graphs to your reports. .