Name of the Program: Bachelor of Arts/ Science/ Commerce/ Business Administration/ Social Works; Bachelor of Visual Arts		
Name of the Course: Skills for Competitive Examinations		
Course Credits	**No. of Hours per Week**	**Total No. of Teaching Hours**
3 Credits	4 Hrs	60 Hrs

Pedagogy: Classroom lectures, Activities based learning, Practice Questions, Tutorial Classes, Group discussions, Mock Tests, etc,

Course Outcomes: On successful completion of the course, the students will be able to
   a) Develop systematic problem-solving abilities.
   b) Enhance verbal and non-verbal reasoning skills.
   c) Improve numerical and analytical abilities.
   d) Enhance English language and communication skills.
   e) Develop computer awareness for competitive examinations.

Syllabus:	Hours
Unit 1: **General Orientation on all Competitive Exams**	**9**
Overview of Competitive Exams for Government Recruitment in India - Introduction, Eligibility Criteria, Exam Pattern, Syllabus, and Resources. Examinations conducted by State and Union Public Service Commissions, IBPS, Karnataka Examination Authority.	
Unit 2: **Quantitative Aptitude**	**20**
Number system, HCF & LCM, Ratio and Proportion, Averages, Ages, Percentages, Partnerships, Time, Speed and Distance, Profit and Loss, Data Interpretation, Problems based on Simple interest, Compound interest, Clocks, and Calendars.	
Set theory – finite and infinite sets; union, intersection, complement, difference; permutations and combinations; probability	
Unit 3: Verbal and Nonverbal Reasoning	**15**
Verbal Reasoning: Data analysis, analyzing and interpreting data presented in tables, graphs, and charts, Data sufficiency, Decision making, coding & decoding, Blood relations, Puzzle tests, Direction sense test, Problems based on Venn Diagram/Syllogisms, Alphabet test, Arithmetical reasoning, Input/Output, Series and Seating arrangements, ranking and ordering, assertion and reasoning, identifying fallacies, understanding logical operators.	
Non-Verbal Reasoning: Analogy, Water images, mirror images, embedded figures, Completion of Pattern, Paper folding, Cubes & dice, Figure Formation & Analysis, square of opposition	
Unit 4: English Language: Comprehension and Composition	**8**
Vocabulary, English Grammar, Verbal Ability, Sentence Structure, Common Errors, Idioms & Phrases, Cloze Passages, and Comprehension Passages, Paragraph Writing, Essay Writing, Precis and Translation	
Unit 5: Computer Awareness	**8**
Evolution, applications, Hardware, Software, computer networks, network topologies and protocols, cybersecurity, Programming – algorithms, flowcharts, programming languages; Internet – evolution, WWW, web browsers; Emerging technologies – artificial intelligence, machine learning, Internet of Things (IoT), Blockchain.	

Skill Development Activities:

Various activity-based learning methods such as problem-solving exercises, case studies, role-playing, debates, group discussions, mock tests, and assessments can be conducted, in addition to any other relevant activities for the course to ensure effective learning.

Materials:
1. https://free.aicte-india.org/Quantitative-Aptitude-Basics.php
2. https://onlinecourses.nptel.ac.in/noc20_hs19/preview
3. https://www.udemy.com/course/reasoning-verbal-non-verbal/

Note: Latest editions of books such as Quantitative Aptitude for Competitive Examinations, Modern Approach to Verbal and Non-Verbal Reasoning, Quick Learning Objective General English by R.S. Agarwal or Arihant Publications, and other renowned titles can be referred to enhance exam preparation.