

<b>INSTITUTE</b>	<b>FACULTY OF MANAGEMENT STUDIES</b>
<b>PROGRAM</b>	<b>BACHELOR OF BUSINESS ADMINISTRATION (HONS.)</b>
<b>SEMESTER</b>	<b>5</b>
<b>COURSE TITLE</b>	<b>CAREER READINESS PROGRAM</b>
<b>COURSE CODE</b>	<b>04CR1501</b>
<b>COURSE CREDITS</b>	<b>2</b>

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Inculcate smart approach in logical problem solving
- 2 Improved analytical skills
- 3 Apply the concepts in both competitive exams and placement drives

**Pre-requisite of course:**NONE

#### Teaching and Examination Scheme

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
2	0	0	0	50	0	0	50

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Blood Relation</b> Sub-topics : Word-problem simple and complex type, Coded blood relation	1
2	<b>Seating Arrangement</b> Sub-topics : Ranking, Seating-Arrangement	1
3	<b>Data Arrangement</b> Sub-topics : Data Arrangement, Puzzles	1
4	<b>Average + Problems based on Ages</b> Class Test 1 and doubt solving session, Sub topics : Simple average calculation, Related examples, Combined mean & weighted average Corrected mean & New mean, Age problems using one and two variables Age, average and ratio combined examples	2
5	<b>Ratio and Proportion &amp; Partnership</b> Sub topics : Ratio & Proportion Ratio concept and rules & distributing amount in ratio, Sub topics : Partnership Partnership ratio and profit distribution	1
6	<b>Percentage</b> Class Test 2 and doubt solving session, Sub topics : Reciprocals & equivalent percentage Speed techniques of calculating percentage, Change of base concept Multiplying factor concept	2

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
7	<b>Simple Interest &amp; Compound Interest</b> Sub topics : Important formulae & Calculation Calculation of missing value concept Difference between SI and CI for various years, Comparison of SI and CI investment concept Sub topics : Difference between SI and CI for various years. Comparison of SI and CI investment concept	1
8	<b>Profit, Loss &amp; Discount</b> Sub topics : Explanation of basic terms Simple profit & loss concept Discount & multiple discount concept, Faulty balance & wrong measurement , discount or mark up or mixing impurities Other combined examples	1
9	<b>Time &amp; Work</b> Class Test 3 and doubt solving session, Sub-topics : Concepts relating to efficiency Chain Rule, Sub-topics : Concepts relating to group work Concepts relating to pipes & cistern	2
10	<b>Time, Speed and Distance</b> Sub-topics : Concept of Time, speed and distance Concept of Relative Speed, Sub-topics : Concept relating to trains Concept relating to relative speed, Post Assessment Test and Revision	2
<b>Total Hours</b>		<b>14</b>

#### **Textbook :**

- 1 Analytic Reasoning, M K Pandey, BSC Publishing Co. Pvt. Ltd., 2016
- 2 A Modern Approach to Logical Reasoning, Agarwal Vikas and Dr.R.S. Aggarwal, S.Chand, 2013
- 3 Quantitative Aptitude, R.S. Aggarwal, S.Chand, 2020

#### **References:**

- 1 How To Prepare For The Verbal Ability & Reading Comprehension For The Cat, How To Prepare For The Verbal Ability & Reading Comprehension For The Cat, Arun Sharma and Meenakshi Upadhyay, McGraw Hill, 2022
- 2 Word Power Made Easy, Word Power Made Easy, Norman Lewis, Pocket Books, 1978

#### **Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking</b>
10.00	20.00	25.00	25.00	10.00	10.00

**Instructional Method:**

1 THEORY