

INSTITUTE	FACULTY OF MANAGEMENT STUDIES
PROGRAM	BACHELOR OF BUSINESS ADMINISTRATION (HONS.)
SEMESTER	3
COURSE TITLE	CAREER READINESS PROGRAM
COURSE CODE	04CR0301
COURSE CREDITS	2

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

- 1 After successful completion of this course, student will be able to inculcate smart approach in logical problem solving
- 2 After successful completion of this course, student will be able to improve their analytical skills
- 3 After successful completion of this course, student will be able to learn importance of soft skills, personality & people skills
- 4 After successful completion of this course, student will be able to apply right mindset to solve problems

Pre-requisite of course:NONE

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	0	0	0	50	50

Contents : Unit	Topics	Contact Hours
1	Introduction & Direction Sense Purpose & Importance of Aptitude Training Topics to be covered in this semester Self-Introduction in brief Sub-topics: Identifying Distance / Direction Degree related questions Coded distance/ direction	1
2	Coding-Decoding Sub-topics: Word coding Numeric coding Symbolic coding Sentence coding	1
3	Number & Letter Series Number and Alphabet Series Miscellaneous Examples	1
4	Class Test 1 and doubt solving session Class Test 1 and doubt solving session	1
5	Calendar Calculation of day of week on a given date Calculate day of week based on another date given	1

Contents : Unit	Topics	Contact Hours
6	Clock – 1 Calculation of angle between minute hand and hour hand Calculation of minute between a given time when a particular angle is formed	1
7	Clock – 2 Gaining & Losing examples Mirror time	1
8	Non-Verbal Reasoning Mirror Images, Water Images, Spotting Out Embedded figures, Completion of Incomplete Patterns, Figure Matrix, Figure formation & Analysis, Paper Folding, Paper Cutting, Rule Detection, Grouping of Identical Figures, Dot Situation and Construction of Square & Triangle	1
9	Class Test 2 and doubt solving session Class Test 2 and doubt solving session	1
10	Types pf Numbers and Divisibility Test Classification of numbers Divisibility rules for different numbers	1
11	HCF & LCM – 1 Sub topics: Calculation of HCF and LCM Find smallest & largest numbers divisible by given numbers	1
12	HCF & LCM – 2 Common remainder & difference between number and remainder type Calculation of LCM & HCF of Fraction Numbers	1
13	Class Test 3 and doubt solving session Class Test 3 and doubt solving session	1
14	Post Assessment Test and Revision Post Assessment Test and Revision	1
15	Creative Thinking : Logic, Power or reasoning & Power of Ideas Creative Thinking : Logic, Power or reasoning & Power of Ideas	3
16	Critical Thinking : Decision Making, Questioning & Evaluation Critical Thinking : Decision Making, Questioning & Evaluation	3
17	Power of Listening: Listening as a Skills, How to Listen, Types of non-listening Power of Listening: Listening as a Skills, How to Listen, Types of non-listening	2
18	Problem Solving : Lateral Thinking Problem Solving : Lateral Thinking	2
19	Group Discussion : Abstract, Socio Economical, SPELT Technique Group Discussion : Abstract, Socio Economical, SPELT Technique	3
20	Exam Preparation Exam Preparation	1
Total Hours		28

Textbook :

- 1 Analytic Reasoning, M K Pandey,, BSC Publishing Co. Pvt. Ltd, 2018

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

Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking
20.00	30.00	25.00	15.00	10.00	0.00

Instructional Method:

- 1 Theory