

Subject Code: 04CR0601

Subject Name: Career Readiness Program

B.Com-B.Com(Hon) Year – III (Semester 6, 3rd Year) (Level – 3)

Objective (Aptitude) : This course shall enrich students' preparedness for the upcoming competitive exams, entrance test, and/or placements. This course will also enhance students' logical and verbal reasoning skills, and comprehension skill.

Objective (Soft Skills) : This course aims to enrich students' preparedness for the corporate world and life skills. This course shall enhance students understanding of self and enable them to learn about attributes and skills that will make them perform well at campus placements.

Credits Earned: 2 Credits

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

1. Inculcate smart approach in logical problem solving
2. Improved analytical skills
3. Plan and prepare for corporate world requirements
4. Apply the concepts in both competitive exams and placement drives

Pre-requisite of course: NA.

Teaching and Examination Scheme

Teaching Scheme (Hours)			Credits	Theory Marks			Tutorial/ Practical Marks		Total Marks
Theory	Tutorial	Practical		ESE (E)	Mid Sem (M)	Internal (I)	Viva (V)	Term work (TW = CCE)	
02	00	00	2	00	00	00	50	50	100

Contents:

Unit	Topics (VA)	Contact Hours
1	Blood Relation Sub-topics : Word-problem simple and complex type Coded blood relation	1
2	Seating Arrangement Sub-topics : Ranking Seating-Arrangement	1
3	Data Arrangement Sub-topics : Data Arrangement	1

	Puzzles	
4	Class Test 1 and doubt solving session	1
5	Average + Problems based on Ages 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	1
6	Ratio and Proportion & Partnership Sub topics : Ratio & Proportion Ratio concept and rules & distributing amount in ratio Sub topics : Partnership Partnership ratio and profit distribution	1
7	Class Test 2 and doubt solving session	1
8	Percentage Sub topics : Reciprocals & equivalent percentage Speed techniques of calculating percentage Change of base concept Multiplying factor concept	1
9	Simple Interest & Compound Interest 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
10	Profit, Loss & Discount 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
11	Class Test 3 and doubt solving session	1
12	Time & Work Sub-topics : Concepts relating to efficiency Chain Rule Sub-topics : Concepts relating to group work Concepts relating to pipes & cistern	1
13	Time, Speed and Distance Sub-topics : Concept of Time, speed and distance	

	Concept of Relative Speed Sub-topics : Concept relating to trains Concept relating to relative speed	
14	Post Assessment Test and Revision	1
Total Hours		14

Analytic Reasoning – By M K Pandey, BSC Publishing Co. Pvt. Ltd.

A Modern Approach to Logical Reasoning – By Agarwal Vikas and Dr.R.S. Aggarwal.

Quantitative Aptitude – By Dr.R.S. Aggarwal

Unit	Topics (SS)	Contact Hours
1	Personality Test – MBTI	1
2	7 Habits of Highly Effective People	2
3	Effective Time Management	1
4	Social Media Hazards, Email Etiquette & Netiquette	2
5	Group Discussion	1
6	Resume Building	2
7	Interview Skills	2
8	Goal Setting	2
9	Unit Test	1
Total Hours		14

References:

7 Habits of Highly Effective People by Stephen R Covey

MBTI – 16 Personalities. com

Suggested Theory distribution:

- a. The course delivery method will depend upon the requirement of content and need of students. The trainer shall train students through interactions, demonstration, brainstorming, group tasks etc.
- b. Students will use supplementary resources such as online videos and books.

Distribution of Theory for course delivery and evaluation					
Remember	Understand	Apply	Analyse	Evaluate	Create
20%	20%	35%	10%	10%	15%

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