

Name of College: S. R. Luthra Institute of Management								
Faculty	Management			Program	Master of Business Administration (M.B.A.)			
Year	1			Version	1.0			
Semester	2			Effective From	June 2023			
Course Code	MGMB10200	Course Name	Professional Grooming Skills (PGS)					
Teaching Scheme				Examination Scheme				
Credits	Lecture (L)	Tutorial (T)	Practical (P)	ME	CE	SE	V	Total
0	0	0	0	0	0	50	---	50

Course Outcomes:

CO1	Ability to understand mathematical, logical and verbal problems and approach to solve the same along with developing the habit to accumulate General and Business knowledge.
CO2	Apply the basic concepts of resume and make an interactive resume for corporates.
CO3	Ability to learn and understand about design thinking as an effective problem solving approach.

Mapping Course Outcomes to Program Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6
CO1	1	3	1	2	1	2
CO2	1	3	1	2	1	1
CO3	1	3	3	2	3	3



Sr. No	Module	Description	CO	Marks	Hours
1	I	Aptitude Test <ul style="list-style-type: none"> • Mathematical Aptitude <ul style="list-style-type: none"> - Approach to solve Mathematical problem - Basic BODMAS Rule • Logical Reasoning <ul style="list-style-type: none"> - Approach for Logical reasoning - Seating arrangement - Direction knowledge • Verbal Ability <ul style="list-style-type: none"> - Approach for Para reading and conclusion - Basics of English grammar and tenses 	1	15	5
2	II	Resume Making <ul style="list-style-type: none"> • Essentials of Resume • Resume formats (Templets) and inclusions • Interactive Resume (Resume making using Infographics) • Video Resume 	2	17	7
3	III	Design Thinking <ul style="list-style-type: none"> • Understanding of Design Thinking <ul style="list-style-type: none"> - Define, Meaning, Characteristics and Approaches • Importance of Design Thinking in the Management <ul style="list-style-type: none"> - Design Thinking and Functional Areas of Management • The Process of Design Thinking <ul style="list-style-type: none"> - The 5 Step Process of Design Thinking (Stanford d. School) • Traits of a good Design Thinker <ul style="list-style-type: none"> - How to become a good Design Thinker? • Application of Design Thinking in Problem Solving Situation <ul style="list-style-type: none"> - Problem Solving through applying Design Thinking based on some situation or a case. 	3	18	8

REFERENCE

Books:	
1.	Agarwal, R. S. (n.d.). Quantitative Aptitude. S. Chand
2.	Sharma, A. (n.d.). Teach Yourself Quantitative Aptitude. McGraw Hill.
3.	Varma, R. (n.d.). Fast Track Objective Arithmetic. Arihant Publication.

