

Name of College: S. R. Luthra Institute of Management						
Faculty	Management			Program	Master of Business Administration (M.B.A.)	
Year	I			Version	2.0	
Semester	1			Effective From	July 2026	
Course Code	MMBA2A207	Course Name	SEC – II Professional Grooming Skills (PGS)			
Teaching Scheme				Examination Scheme		
Credits	Lecture (L)	Tutorial (T)	Practical (P)	CCE	SEE	Total
2	2	0	0	25	25	50

Course Outcomes:

CO	Students will be able to
CO1	<i>Develop</i> professional resumes using word processing tools and infographic templates, demonstrating effective presentation of skills, achievements, and career goals.
CO2	<i>Apply</i> quantitative analysis, logical reasoning, comprehension, and data interpretation techniques to effectively solve real-world problems.

Mapping Course Outcomes to Program Outcomes:

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



Sr. No	Module	Description	CO	Marks	Hours
1	I	Professional Grooming	1	-	10
		• Content of Resume			
		• Resume Building using Infographics and Word Processing Templates			
2	II	Practice - Aptitude Tests Suggested Topics for preparation 1. Quantitative Analysis • Problem-solving approach & speed techniques • BODMAS, Simplification • Percentages, Ratios, Averages • Profit & Loss, Time & Distance (business-oriented examples) 2. Logical Reasoning • Seating arrangements (linear, circular, complex patterns) • Direction sense & distance problems • Analytical puzzles & data sufficiency 3. Comprehension • Reading comprehension (business + general passages) • Para reading & conclusion finding • Basics of English grammar (sentence correction, subject-verb agreement, prepositions, articles) • Tenses in professional communication 4. Data Interpretation • Data interpretation from graph, chart and tables	2	25	20



References:

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.
Newspapers / Magazines / Journals:	
1.	The Times of India
2.	The Economic Times
3.	Business India
4.	Business Today
Web Resources:	
1.	https://www.canva.com – Infographic Resume
2.	www.indiabix.com – Aptitude Sample Test

