

## **JKC Curriculum**

<b>S.No</b>	<b>Topic</b>	<b>No. of hrs allotted</b>
<b>1</b>	<b>Communication Skill</b>	60 hrs
<b>2</b>	<b>Soft Skill</b>	30 hrs - Soft Skills
		10 hrs - Ethical Values
<b>3</b>	<b>Analytical Skill</b>	60 hrs
<b>4</b>	<b>Computer Skill</b>	60 hrs
<b>5</b>	<b>General Awareness</b>	30 hrs

(The duration of the training is 3 months/90 Days)

## Communication Skills

SNO	Topic
1	Grammar
2	Self Introduction
3	Be', 'Do' and 'Have' Forms
4	Modal Auxiliaries - I
5	Modal Auxiliaries - II
6	Question Tags
7	Simple Present Tense
8	Present Progressive Tense
9	Present Perfect and Present Perfect Progressive Tense
10	Simple Past : Questions and Negative
11	Simple Past and Present Perfect Tense
12	Simple Past and Past Progressive Tenses
13	The Future Time
14	Concord
15	Conditional Clauses
16	Voice
17	Reported Speech
18	Articles
19	Adjectives
20	Comparison of Adjectives
21	Prepositions
22	Use of Conjunctions in Simple, Compound and Complex Sentences
23	Speaking Skills
24	Vowel Sound
25	Consonant Sounds
26	Neutralization of Accent
27	Change of Speech Patters
28	Voice Based Efficiency
29	Making polite Requests
30	Asking for and giving permissions
31	Offering, Accepting and Denying Help
32	Asking for and Giving Directions

33	Extending Invitations
34	Expressing Sympathy
35	Agreeing and Disagreeing
36	Making Complaints
37	Reading Skills
38	Synonyms
39	Antonyms
40	Idiomatic Expressions
41	One Word Substitutes
42	Reading Skills-I (Skimming and Scanning)
43	Reading Skills-II
44	Reading Skills-III
45	Reading Skills-IV
46	Reading Comprehension
47	Writing Skills
48	Paragraph Writing
49	Essay Writing
50	Note Making
51	Precise Writing
52	Resume Writing

## Soft Skills

1	Grammar
2	Soft Skills : An Overview
3	Know Yourself
4	SWOT Analysis
5	Goal Setting
6	Positive Attitude
7	Body Language
8	Interpersonal Skills
9	Time Management
10	Presentation Skills
11	Just a Minute (JAM) Activities
12	Team Dynamics
13	Group Discussion
14	Etiquette of Telephone, e-mail and SMS
15	Interview Skills
16	Preparation for Examinations
17	Soft Skills

## Analytical Skills

<b>Section-1 Arithmetic</b>	
<b>Sl.No.</b>	<b>Topic</b>
<b>Unit-1</b>	
1	1.1 BODMAS
2	1.2 Fractions and Decimals -1
3	1.2 Fractions and Decimals -2
4	1.3 Algebraic Formulae
5	1.4 Divisibility Rules
6	1.5 LCM & HCF-1
7	1.5 LCM & HCF-2
<b>Unit-2</b>	
8	2.1 Ratios & Proportions
9	2.2 Percentages-1
10	2.2 Percentages-2
11	2.3 Profit & Loss-1
12	2.3 Profit & Loss-2
13	2.4 Partnership-1
14	2.4 Partnership-2
15	2.5 Data Analysis-1
16	2.5 Data Analysis-2
17	2.5 Data Interpretation-1
18	2.5 Data Interpretation-2
<b>Unit-3</b>	
19	3.1 Simple Interest-1
20	3.1 Simple Interest-2
21	Test-1
22	3.2 Compound Interest-1
23	3.2 Compound Interest-2
<b>Unit-4</b>	
24	4.1 Averages
25	4.2 Problems on Ages-1
26	4.2 Problems on Ages-2

<b>Unit-5</b>	
27	5.1 Time & Distance-1
28	5.1 Time & Distance-2
29	5.2 Time & work-1
30	5.2 Time & Work -2
31	5.3 Problems on Trains
<b>Unit-6</b>	
32	6.1 Permutations and Combinations-1
33	6.1 Permutations and Combinations-2
34	6.1 Permutations and Combinations-3
35	Test-2
36	6.2 Probability-1
37	6.2 Probability -2
<b>Unit-7</b>	
38	7.1 Areas
39	7.2 Volumes
40	Surface Areas
<b>Section-2 Reasoning</b>	
<b>i) Verbal Reasoning</b>	
<b>Unit 8</b>	
41	8.1 Number Series
42	Test-3
43	8.2 Number Analogy
44	8.3 Odd Man Out
45	Coding & Decoding-1
46	Coding & Decoding-2
<b>Unit -9</b>	
47	9.1 Blood Relations-1
48	9.1 Blood Relations-2
49	9.1 Blood Relations-3
50	9.2 Direction Sense Test-1
51	9.2 Direction Sense Test-2
52	9.3 Seating Arrangement
53	9.3 Seating Arrangement

<b>Unit 10</b>	
54	10.1 Problems solving Techniques and Logical Reasoning
55	10.2 Ranking and Time Sequence Test-1
56	Test-4
57	10.2 Ranking and Time Sequence Test-2
58	10.3 Mathematical Operations
59	10.3 Mathematical Operations
60	10.3 Mathematical Operations
<b>Unit 11</b>	
61	11.1 Clocks
62	11.2 Calendars
<b>ii ) Non Verbal Reasoning</b>	
<b>Unit 12</b>	
63	12.1 Series-1
64	12.1 Series-2
65	12.2 Mirror Images and Water Images
66	12.3 Incomplete Figure Patterns
67	12.4 Figure matrix
68	12.5 Logical VennDiagrams-1
69	12.5 Logical VennDiagrams-2
70	Test-5
<b>Additional Inputs</b>	
<b>Unit 13</b>	
71	13.1 Matrices & Surds
72	13.2 Quadratic Equations
73	13.3 Coordinate Geometry and Trigonometry
74	13.4 Differentiation
75	13.5 Decision Making

<b>Computer Skills</b>	
<b>Unit I - Computer Fundamentals</b>	
<b>SNo.</b>	<b>Content</b>
1.1	What is computer
1.2	Features of computer
1.3	Computer Generations
1.4	Types of Computers
1.5	Applications of Computers
1.6	Input/Output Devices
1.7	Computer's Memory
1.8	Computer Software
1.9	Windows
	a. Windows desktop
	b. Start Menu
	c. Working with Windows
	d. Using Paint
	e. Using wordPad
<b>Unit II- MS-Office</b>	
2.1.1	About MS-Office
	<b>MS-Word</b>
2.1.2	Word Basics
2.1.3	Features of Word
2.1.4	Starting with MS-Word
2.1.5	Components of MS-Word
2.1.6	File Menu
	a. New
	b. Save
	c. Page Setup
	d. Print preview
	e. Selecting Text and Graphics
2.1.7	Edit Menu
	a. Undo/ Redo
	b. Copy and Paste
	c. Find/ Replace
2.1.8	Headers and Footers
2.1.9	Insert Menu
2.1.10	Format Menu
2.1.11	Mail Merge
2.1.12	Table Menu
	<b>MS-Excel</b>
2.2.1	Excel Basics
2.2.2	Excel Components
2.2.3	Entering Data



2.2.4	Data Types
2.2.5	Working with Cells
2.2.6	File Menu
2.2.7	Edit Menu
2.2.8	Creating a Chart
2.2.9	Functions and Formulae
2.2.10	Data Menu
<b>Ms-Power Point</b>	
2.3.1	Powerpoint Basics
2.3.2	Ready- Made slide layout scheme
2.3.3	File Menu
2.3.3.1	Creating a presentation
	a. using auto content wizard
	b. using a design template
	c. using blank presentation
2.3.4	Insert Menu
2.3.5	Format Menu
2.3.6	Slide Show
<b>MS-Access</b>	
2.4.1	Access Basics
2.4.2	Components
2.4.3	Data Types in MS-Access
2.4.4	Database Creation
2.4.5	Table Creation
2.4.6	Forms
2.4.7	Query
2.4.8	Reports
<b>Unit III -Internet Skills</b>	
3.1	Introduction
3.2	Internet
3.3	How can I get connected at Home
3.4	Web Site
3.5	Web Browser
3.6	Search Engine
3.7	On-line Forms Rail Journey
3.8	On-line Shopping using FlipKart
3.9	Using Electronic Mail(Email)
3.10	Social Media
3.11	What is Skype?
3.12	Google Drives
3.13	What are Google Docs, Sheets and Slides
<b>Unit IV - Using Printer and Scanner</b>	
4.1.	Scanners
4.2	Printers

4.3	Use Picture Manager
<b>Unit V – Assignments</b>	