

JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skill	60 hrs
2	Soft Skill	30 hrs - Soft Skills
		10 hrs - Ethical Values
3	Analytical Skill	60 hrs
4	Computer Skill	60 hrs
5	General Awareness	30 hrs
Total		250 hrs
(The duration of the training is 3 months/90 Days)		

JKC Curriculum Details

Communication Skills

1. Self Introduction
2. Be,'Do' and 'Have' Forms
3. Modal Auxiliaries - I
4. Modal Auxiliaries - II
5. Question Tags
6. Simple Present Tense
7. Present Progressive Tense
8. Present Perfect and Present Perfect Progressive Tense
9. Simple Past : Questions and Negative
10. Simple Past and Present Perfect Tense
11. Simple Past and Past Progressive Tenses
12. The Future Time
13. Concord
14. Conditional Clauses
15. Voice
16. Reported Speech
17. Articles
18. Adjectives

19. Comparison of Adjectives
20. Prepositions
21. Use of Conjunctions in Simple, Compound and Complex Sentences

Speaking Skills

1. Vowel Sound
2. Consonant Sounds
3. Neutralization of Accent
4. Change of Speech Patterns

Voice Based Efficiency

5. Making polite Requests
6. Asking for and giving permissions
7. Offering, Accepting and Denying Help
8. Asking for and Giving Directions
9. Extending Invitations
10. Expressing Sympathy
11. Agreeing and Disagreeing
12. Making Complaints

Reading Skills

1. Synonyms
2. Antonyms
3. Idiomatic Expressions
4. One Word Substitutes
5. Reading Skills-I (Skimming and Scanning)
6. Reading Skills-II
7. Reading Skills-III
8. Reading Skills-IV
9. Reading Comprehension

Writing Skills

1. Paragraph Writing
2. Essay Writing
3. Note Making
4. Precise Writing
5. Resume Writing

Soft Skills

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

Analytical Skills

Arithmetic

1. BODMAS
2. Fractions and Decimals
3. Algebraic Formulae
4. Divisibility Rules
5. LCM & HCF
6. Ratios & Proportion
7. Percentages
8. Profit & Loss
9. Data Analysis
10. Data Interpretation
11. Simple Interest
12. Compound Interest
13. Averages
14. Problems on Ages
15. Time & Distance
16. Time & Work
17. Problems on Trains
18. Permutations and Combinations
19. Probability
20. Areas
21. Volumes
22. Surface Areas

Verbal Reasoning

1. Number Series
2. Number Analogy
3. Odd Man Out
4. Coding & Decoding
5. Blood Relations
6. Direction Sense Test
7. Seating Arrangement
8. Problems solving Techniques and Logical Reasoning
9. Ranking and Time Sequence Test
10. Mathematical Operations
11. Clocks
12. Calendars

Non-Verbal Reasoning

1. Series
2. Mirror Images and Water Images
3. Incomplete Figure Patterns
4. Figure matrix
5. Logical Venn Diagrams
6. Matrices & Surds
7. Quadratic Equations
8. Coordinate Geometry and Trigonometry
9. Differentiation
10. Decision Making

Computer Skills

Unit I - Computer Fundamentals

1. What is computer
2. Features of computer
3. Computer Generations
4. Types of Computers
5. Applications of Computers
6. Input/Output Devices
7. Computer's Memory
8. Computer Software

9. Windows
 - a. Windows desktop
 - b. Start Menu
 - d. Using Paint
 - e. Using wordPad

Unit II- MS-Office

About MS-Office

MS-Word

1. Word Basics
2. Features of Word
3. Starting with MS-Word
4. Components of MS-Word
5. File Menu
 - a. New
 - b. Save
 - c. Page Setup
 - d. Print preview
 - e. Selecting Text and Graphics
6. Edit Menu
 - a. Undo/ Redo
 - b. Copy and Paste
 - c. Find/ Replace
7. Headers and Footers
8. Insert Menu
9. Format Menu
10. Mail Merge
11. Table Menu

MS-Excel

1. Excel Basics
2. Excel Components
3. Entering Data
4. Data Types
5. Working with Cells
6. File Menu
7. Edit Menu
8. Creating a Chart
9. Functions and Formulae
10. Data Menu

Ms-Power Point

1. PowerPoint Basics
2. Ready- Made slide layout scheme
3. File Menu
4. Creating a presentation
5. a. using auto content wizard
6. b. using a design template
7. c. using blank presentation
8. Insert Menu
9. Format Menu
10. Slide Show

MS-Access

1. Access Basics
2. Components
3. Data Types in MS-Access
4. Database Creation
5. Table Creation
6. Forms
7. Query
8. Reports

Unit III -Internet Skills

1. Introduction
2. Internet
3. How can I get connected at Home
4. Web Site
5. Web Browser
6. Search Engine
7. On-line Forms Rail Journey
8. On-line Shopping using FlipKart
9. Using Electronic Mail(Email)
10. Social Media
11. What is Skype?
12. Google Drives
13. What are Google Docs, Sheets and Slides

Unit IV - Using Printer and Scanner

1. Scanners
2. Printers
3. Use Picture Manager

Unit V – Assignments