

Restructuring the Curriculum of JKC as per the present day needs and Trends

**Curriculum frame**

<b>S.No</b>	<b>Skill</b>	<b>No. of Hours allotted</b>	<b>Trainer</b>
1	<i>Communication Skills</i>	60 hrs	Guest English Mentor (GEM)
2	<i>Soft Skills</i>	30 hrs - Soft Skills 10 hrs - Ethical Values (weekend classes)	Guest English Mentor (GEM)
3	<i>Analytical Skills</i>	60 hrs	Full time Mentor working on contract basis
4	<i>Technical Skills</i>	60 hrs	Full time Mentor working on contract basis
5	<i>General Awareness</i>	30 hrs	Full time Mentor working on contract basis
<b>Total</b>		<b>250 hrs training package</b>	

(The duration of the training shall spill over 3 months only)

COMMUNICATION SKILLS & SOFT SKILLS

CONTENTS

**SECTION-1**

**A. GRAMMAR**

**15 HRS**

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SELF-INTRODUCTION  
TENSES  
CONCORD

**SECTION-1**

**B. READING & WRITING**

PASSAGES FOR COMPREHENSION

**SECTION-2**

**A. GRAMMAR**

**15 HRS**

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PREPOSITIONS  
ADJECTIVES & ARTICLES  
AUXILIARY VERBS  
CONDITIONALS

**SECTION-2**

**B. VOCABULARY & COMPREHENSION**

SYNONYMS  
ANTONYMS

**SECTION-3**

**A. GRAMMAR**

**15 HRS**

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VOICE  
SPEECH  
DEGREES  
LINKERS

**SECTION-3**

**B. WRITING SKILLS**

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NOTE – MAKING  
PRECIS WRITING  
PARAGRAPH WRITING  
ESSAY WRITING

**SECTION-4**

**A. PRONUNCIATION & COMMUNICATION SKILLS**

**15 HRS**

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A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS  
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

**SECTION-4**

**B. NEUTRALISATION OF ACCENT**

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ACCENT WITH MINIMUM MTI  
VOICE BASED EFFICIENCY  
TELEPHONE SKILLS – ETIQUETTE  
SELF-INTRODUCTION  
INTRODUCING OTHERS  
SEEKING PERMISSION  
AGREEING & DISAGREEING  
MAKING COMPLAINTS  
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS  
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

\*A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE  
ASSESSMENT

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<b>Analytical Skills- 75 Hours</b>	
	<b>Arithamatic-38</b>
	<b>Reasoning-32</b>
	<b>Evaluation-05</b>
Day	Topic
<b>Unit-I</b>	
Day 1	Ratios
Day 2	Perctages-1
Day 3	Perctages-2
Day 4	Profit & Loss-1
Day 5	Profit & Loss-2
Day 6	Partnership-1
Day 7	Partnership-2
Day 8	Data Analysis-1
Day 9	Data Analysis-2
Day 10	Data Interpretation-1
Day 11	Data Interpretation-2
<b>Unit-2</b>	
Day 12	Simple Interest-1
Day 13	Simple Interest-2
Day 14	<b>Test-1</b>
Day 15	Compound Interest-1
Day 16	Compound Interest-2
<b>Unit-3</b>	
Day 17	Averages
Day 18	Problems on Ages-1
Day 19	Problems on Ages-2
<b>Unit-4</b>	
Day 20	Time & Work-1
Day 21	Time & Work-2
Day22	Time & Distance-1
Day 23	Time & Distance-2
Day 24	Problems on Trains
<b>Unit-5</b>	
Day 25	Permutations and Combinations-1
Day26	Permutations and Combinations-2
Day 27	Permutations and Combinations-3
Day 28	<b>Test-2</b>
Day 29	Probabilities-1
Day 30	Probabilities-2
<b>Unit-6</b>	
Day 31	Numbers-BODMAS
Day 32	Number Systems Fractions
Day 33	Number Systems_Decimals
Day 34	Number System_Algebraic Formulae
Day 35	Divisibility Rules

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**Unit-7**

Day 36	LCM & HCF-1
Day 37	LCM & HCF-2
Day 38	Areas
Day 39	Volumes
Day 40	Surface Area
	Part- B (Reasoning)-32 Hours
	Section-1-Verbal Reasoning

**Unit 8**

Day 41	Number Series
Day 42	<b>Test-3</b>
Day 43	Number Analogy
Day 44	Number Classification
Day 45	Coding& Decoding-1
Day 46	Coding& Decoding-2

**Unit -9**

Day 47	Blood Relations-1
Day 48	Blood Relations-2
Day 49	Blood Relations-2
Day 50	Directional Sense Test-1
Day 51	Directional Sense Test-2
Day 52	Seating Arrangement-1
Day 53	Seating Arrangement-2

**Unit 10**

Day 54	Problems solving Techniques and Logical Reasoning
Day 55	Number, Ranking and Time Sequence Test-1
Day 56	<b>Test-4</b>
Day 57	Number, Ranking and Time Sequence Test-2
Day 58	Mathematical Operations
Day 59	Relational Inequalities-1
Day 60	Relational Inequalities-1

**Unit 11**

Day 61	Clocks
Day 62	Calendars
	Part- B (Reasoning)-Section-II-Non Verbal Reasoning
Day 63	Series, Analogy and Classification & Problem solving with pictures-1
Day 64	Series, Analogy and Classification & Problem solving with pictures-2
Day 65	Mirror Images,Water Images
Day 66	Completion of Incomplete Patterns
Day 67	Figure matrix

**Unit 12**

Day 68	Logical VennDiagrams-1
Day 69	Logical VennDiagrams-2
Day 70	<b>Test-5</b>

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**Advanced Additional Inputs on which fundamentals to be given  
for Broad Understanding**

Day 71	Matrices & Surds
Day 72	Solving Quadratic and Cubic Equations
Day 73	Coordinate Geometry
Day 74	Trigonometry
Day 75	Differentiation
<b>Minimum Quantifiable Guaranteed Skills(Take Away) after the Training</b>	
<b>Analytical Skills</b>	The Trainees will be able to handle the quantities, analyse, interpret, and process such data by applying the mathematical and logical operations and develop practical approach.
<b>Arithmetic</b>	1. To improve the thinking and problem solving skills. 2. To bring out the decision making skills
<b>Reasoning</b>	The trainee will be able to think innovatively, rationally and arrive at logical conclusion
<b>Evaluation</b>	To test the efficiency of the trainee, trainer and the entire programme itself which enables to take suitable remedial measures.
<b>References</b>	
	1. Course in Mental Ability and Quantitative Aptitude by Edgar Thorpe- TataMcGrawHill Publications
	2. Data Interpretation and Analysis- by S. Chand Publishers
	3. Verbal and Non Verbal Reasoning by RS Aggarwal, S.Chand Publishers
	4. Quantitative Aptitude by RS Aggarwal, S.Chand Publishers
	5. Maths 30 days wonder by Khorana and Markanday by S.Chand Publishers
	6. Arithmetic for Competitive Exams by Jain and Sharma, Upkar Publishers
	7. Quicker Objective Arithmetic by Lal & Jain- Upkar Publishers
	8. Objective Arithmetic by RS Aggarwal - S.Chand Publishers
	9. Quantitative Aptitude by Abhijeet Guha by TataMcGrawHill Publications
	<b>Note: Pratyogitha Magazine for Previous Exam papers and for Practice papers.</b>

## COMPUTER SKILLS

Duration: 50 hours

Contents

I	Computer Fundamentals	9 hours (5+3+1)
II	MS-Office	(28 hours 15+12+1)
	a. MS-Word	7 hours (4+3)
	b. MS-Excel	10 hours (5+5)
	c. MS-Power Point	5 hours (3+2)
	d. MS-Access	5 hours (3+2)
III	Internet Skills	4 hours (1+2+1)
IV	Using Printer & Scanner	5 hours (2+2+1)
V	Project	4 hours

### Unit – I          Computer Fundamentals

Hour -1

Introduction to computers – What is a computer?  
Characteristics of computer & Generations of computers

Hour – 2

Types of Computers, Applications of Computers

Hour – 3

Using keys of Keyboard and mouse

Function keys, Numeric keypad & Tab, Shift, Alt, Enter and Ctrl  
keys Shortcut keys with windows

Hour – 4

Hardware components – Internal parts of the system  
Peripherals and add-on cards

Hour – 5

Types of Software – System software & Applications software  
Compilers, interpreters, Languages and packages

Hour -6 Practical Session

Introduction to Operating System, MS-DOS & MS-windows – features and functions  
Windows applications – Notepad, WordPad, Paint, calculator, character map etc.

Hour – 7 Practical Session

Using DOS Prompt thru Run option & internal commands

Hour -8 Practical Session

Ms-DOS External commands, using chkdsk with windows and Boot menu options

Hour – 9

Test on Unit -1

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UNIT – II      MS-Office

a. MS-Word – Practice

Hour – 10

Menu Bar and submenus with options.

Hour -11

Word document open, edit and save the document, Using File, Edit menu options and text formatting.

Hour – 12

Practical Session for Hour-11 Class

Work Hour -13

Inserting Tables, pictures, Clip Arts and Symbols into word document.

Hour – 14

Practical Session for Hour-13 Class

Work Hour – 15

Mail Merge using word procedure Hour – 16

Practical session for Hour-15 Class Work

b. MS- Excel – Practice

Hour – 17

Introduction to Spreadsheet and data entry

Hour – 18

Practical session for Hour-17 Class Work

Hour - 19

Using Formulae & Functions

Hour – 20

Practical session for Hour-19 Class Work

Hour - 21

Types of graphs and Creating graphs

Hour – 22

Practical session for Hour-21 Class Work

Hour – 23

Data Sorting & Filters

Hour – 24

Practical session for Hour-23 Class Work

Hour - 25

Page Setup and Print options using Excel

Hour – 26

Practical session for Hour-25 Class Work

c. Power point – Practice

Hour – 27

Introduction and selecting slides, Auto-content wizard



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Hour – 28

Text-formatting, Inserting Images & Pictures

Hour -29

Practical session for Hour-28 Class Work

Hour – 30

Using Animations, slide transitions and adding audio & video

Hour - 31

Practical session for Hour-30 Class Work

d. MS-Access – Practice

Hour – 32

Introduction to Database & MS-Access features

Hour – 33

Practical session for Hour-32 Class Work

Hour - 34

Creating Tables & graphical View, retrieving data using query wizard Hour- 35

Practical Session for Hour-34 Class Work & project work study

Hour - 36

Data Entry Form creation and report generation

Hour – 37

Test on Units I & II

UNIT – III Internet skills & Live Practice

Hour – 38

Introduction to networks and Internet & internet protocols ; Browsers

Creation of e-mail (gmail & yahoo) – sending, receiving and upload, download attachments Hour – 39

Finding content, searching for information using search engines like Google, Bing, etc. Learning about online applications – banking, shopping, social networks etc.

Hour – 40

Blogs, creation and maintenance, Social networking sites like face book, twitter, LinkedN

Hour – 41

Skill test on mail attachments & searching info – Unit III

UNIT – IV Practical use of Printer & Scanners

Hour – 42

Types of Printers, page setup and Printing dialogue box options Hour – 43

Types of scanner, scanning the page and images, storing scanned documents into PDF format.

Using MS-Picture Manager

Hour - 44

Editing pictures, resize and cropping images, color management

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Hour – 45

Practical session for Hour-42,43,44 Class Work

Hour – 46

Rotating images and changing brightness and contrast.

Hour - 47

Skill test on using Printer and Scanner

**Project Work**

Hour – 48

Project Selection

Hour – 49

Project Planning & Development

Hour – 50

Project Report Submission

**Grand Final Test**

**Outcome:**

1. Well versed with computer operations, working individually with system.
2. Using e-mails for communication with images and documents.
3. Using printer & scanners for office use and getting hard copies of documents.
4. Making use of MS-office for presentations, letter writing and preparation of graphs for analysis.

Takeaway Skills of Computer Skills Module	
Unit	Takeaway Skill
Computer Fundamentals	Acquires ability to operate computer Individually & Effectively
MS-Office	Acquires ability to carry out all Office Related Work and Activities Effectively
Internet Skills	Acquires ability to Communicate Over Internet
Using Printer & Scanner	Acquires ability to Handle Printers and Scanners Properly
Project	Hands-On experience over the learnt skills
Takeaway Skills of Computer Skills Module	
Computer Skills	Ability to operate computer Individually & effectively
	Ability to carry out all Office automation work effectively
	Ability to utilize Internet applications
	Ability to handle Printers and Scanners efficiently