

## **:: JKC Curriculum Details ::**

### **Communication Skills:-**

Self Introduction  
Be', 'Do' and 'Have' Forms  
Modal Auxiliaries - I  
Modal Auxiliaries - II  
Question Tags  
Simple Present Tense  
Present Progressive Tense  
Present Perfect and Present Perfect Progressive Tense  
Simple Past : Questions and Negative  
Simple Past and Present Perfect Tense  
Simple Past and Past Progressive Tenses  
The Future Time  
Concord  
Conditional Clauses  
Voice  
Reported Speech  
Articles  
Adjectives  
Comparison of Adjectives  
Prepositions  
Use of Conjunctions in Simple, Compound and Complex Sentences

### **Speaking Skills**

Vowel Sound  
Consonant Sounds  
Neutralization of Accent  
Change of Speech Patterns

### **Voice Based Efficiency**

Making polite Requests  
Asking for and giving permissions  
Offering, Accepting and Denying Help  
Asking for and Giving Directions  
Extending Invitations

Expressing Sympathy  
Agreeing and Disagreeing  
Making Complaints

### **Reading Skills**

Synonyms  
Antonyms  
Idiomatic Expressions  
One Word Substitutes  
Reading Skills-I (Skimming and Scanning)  
Reading Skills-II  
Reading Skills-III  
Reading Skills-IV  
Reading Comprehension

### **Writing Skills**

Paragraph Writing  
Essay Writing  
Note Making  
Précis Writing  
Resume Writing

### **Soft Skills:-**

Soft Skills : An Overview  
Know Yourself  
SWOT Analysis  
Goal Setting  
Positive Attitude  
Body Language  
Interpersonal Skills  
Time Management  
Presentation Skills  
Just a Minute (JAM) Activities  
Team Dynamics  
Group Discussion  
Etiquette of Telephone e-mail and SMS  
Interview Skills  
Preparation for Examinations

## **Analytical Skills:-**

### **Arithmetic**

BODMAS  
Fractions and Decimals  
Algebraic Formulae  
Divisibility Rules  
LCM & HCF  
Ratios & Proportion  
Percentages  
Profit & Loss  
Data Analysis  
Data Interpretation  
Simple Interest  
Compound Interest  
Averages  
Problems on Ages  
Time & Distance  
Time & Work  
Problems on Trains  
Permutations and Combinations  
Probability  
Areas  
Volumes  
Surface Areas

### **Verbal Reasoning**

Number Series  
Number Analogy  
Odd Man Out  
Coding & Decoding  
Blood Relations  
Direction Sense Test  
Seating Arrangement  
Problems solving Techniques and Logical Reasoning  
Ranking and Time Sequence Test  
Mathematical Operations  
Clocks  
Calendars

### **Non-Verbal Reasoning**

Series  
Mirror Images and Water Images  
Incomplete Figure Patterns  
Figure matrix  
Logical Venn Diagrams  
Matrices & Surds  
Quadratic Equations  
Coordinate Geometry and Trigonometry  
Differentiation  
Decision Making

## **Computer Skills:-**

### **Unit I - Computer Fundamentals**

What is computer  
Features of computer  
Computer Generations  
Types of Computers  
Applications of Computers  
Input/output Devices  
Computer's Memory  
Computer Software  
Windows  
a. Windows desktop  
b. Start Menu  
d. Using Paint  
e. Using word Pad

### **Unit II- MS-Office**

About MS-Office

#### **MS-Word**

Word Basics  
Features of Word  
Starting with MS-Word  
Components of MS-Word  
File Menu  
a. New  
b. Save  
c. Page Setup  
d. Print preview  
e. Selecting Text and Graphics  
Edit Menu  
a. Undo/ Redo  
b. Copy and Paste  
c. Find/ Replace  
Headers and Footers  
Insert Menu  
Format Menu  
Mail Merge  
Table Menu

#### **MS-Excel**

Excel Basics  
Excel Components  
Entering Data  
Data Types  
Working with Cells  
File Menu  
Edit Menu  
Creating a Chart  
Functions and Formulae  
Data Menu

#### **Ms-Power Point**

Power point Basics  
Ready- Made slide layout scheme  
File Menu  
Creating a presentation  
a. using auto content wizard  
b. using a design template  
c. using blank presentation  
Insert Menu  
Format Menu  
Slide Show

#### **MS-Access**

Access Basics  
Components  
Data Types in MS-Access  
Database Creation  
Table Creation  
Forms  
Query  
Reports

### **Unit III -Internet Skills**

Introduction  
Internet  
How can I get connected at Home  
Web Site  
Web Browser  
Search Engine  
On-line Forms Rail Journey  
On-line Shopping using FlipKart  
Using Electronic Mail(Email)  
Social Media  
What is Skype?  
Google Drives  
What are Google Docs, Sheets and Slides

### **Unit IV - Using Printer and Scanner**

Scanners  
Printers  
Use Picture Manager

### **Unit V – Assignments**