

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

Curriculum frame

S.No	Skill	No. of Hours allotted	Trainer
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
Total		250 hrs training package	

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

COMMUNICATION SKILLS & SOFT SKILLS

CONTENTS

SECTION-1

A. GRAMMAR

15 HRS

SELF-INTRODUCTION
TENSES
CONCORD

SECTION-1

B. READING & WRITING

PASSAGES FOR COMPREHENSION

SECTION-2

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

B. VOCABULARY & COMPREHENSION

SYNONYMS
ANTONYMS

SECTION-3

A. GRAMMAR

15 HRS

VOICE
SPEECH
DEGREES
LINKERS

SECTION-3

B. WRITING SKILLS

NOTE – MAKING
PRECIS WRITING
PARAGRAPH WRITING
ESSAY WRITING

SECTION-4

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

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

SECTION-4

B. NEUTRALISATION OF ACCENT

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

Analytical Skills- 75 Hours	
	Arithamatic-38
	Reasoning-32
	Evaluation-05
Day	Topic
Unit-I	
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
Unit-2	
Day 12	Simple Interest-1
Day 13	Simple Interest-2
Day 14	Test-1
Day 15	Compound Interest-1
Day 16	Compound Interest-2
Unit-3	
Day 17	Averages
Day 18	Problems on Ages-1
Day 19	Problems on Ages-2
Unit-4	
Day 20	Time & Work-1
Day 21	Time & Work-2
Day22	Time & Distance-1
Day 23	Time & Distance-2
Day 24	Problems on Trains
Unit-5	
Day 25	Permutations and Combinations-1
Day26	Permutations and Combinations-2
Day 27	Permutations and Combinations-3
Day 28	Test-2
Day 29	Probabilities-1
Day 30	Probabilities-2
Unit-6	
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	Test-3
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	Test-4
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	Test-5

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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
Minimum Quantifiable Guaranteed Skills(Take Away) after the Training	
Analytical Skills	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.
Arithmetic	1. To improve the thinking and problem solving skills. 2. To bring out the decision making skills
Reasoning	The trainee will be able to think innovatively, rationally and arrive at logical conclusion
Evaluation	To test the efficiency of the trainee, trainer and the entire programme itself which enables to take suitable remedial measures.
References	
	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
	Note: Pratyogitha Magazine for Previous Exam papers and for Practice papers.

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

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

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

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

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Section-1 Arithmetic	
Sl.No.	Topic
Unit-I	
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
Unit-2	
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
Unit-3	
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
Unit-4	
24	4.1 Averages
25	4.2 Problems on Ages-1
26	4.2 Problems on Ages-2

Unit-5	
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
Unit-6	
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
Unit-7	
38	7.1 Areas
39	7.2 Volumes
40	Surface Areas
Section-2 Reasoning	
i) Verbal Reasoning	
Unit 8	
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
Unit -9	
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

Unit 10	
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
Unit 11	
61	11.1 Clocks
62	11.2 Calendars
ii) Non Verbal Reasoning	
Unit 12	
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
Additional Inputs	
Unit 13	
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

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Communication Skills	
S.No.	Grammar
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 : Qestions and Negative
10	Simple Past and Present Perfect Tense
11	Simple Past and Past Progressive Tenses
12	The Furture 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 Setences
	Speaking Skills
22	Vowel Sound
23	Consonant Sounds
24	Neutralization of Accent
25	Change of Speech Patters
	Voice Based Efficiency
26	Making polite Requests
27	Asking for and giving permissions
28	Offering, Accepting and Denying Help
29	Askin for and Giving Directions
30	Extending Invitations
31	Expressing Sympathy
32	Agreeing and Disagreeing
33	Making Complaints
	Reading Skills
34	Synonyms
35	Antonyms
36	Idiomatic Expressions
37	One Word Substitutes
38	Reading Skills-I (Skimming and Scanning)
39	Reading Skills-II
40	Reading Skills-III
41	Reading Skills-IV
42	Reading Comprehension
	Writing Skills
43	Paragraph Writing
44	Essau Writing
45	Note Making
46	Precis Writing
47	Resume Writing

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Soft Skills	
S.No.	Grammar
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	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

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