## JAWAHAR KNOWLEDGE CENTRE
## CERTIFICATE COURSES
## ALALYTICAL SKILLS SYLLABUS

| Day | Topic |
|---|---|
| **Analytical Skills- 32 Hours** ||
| **Arithamatic-16** ||
| **Reasoning- 16** ||
| **TOTAL :32 HOURS** ||
| **Day** | **Topic** |
| **Unit-I** ||
| Day 1 | Ratios |
| Day 2 | Percentages |
| Day 3 | Profit & Loss |
| Day 4 | Partnership |
| Day 5 | Data Interpretation |
| Day 6 | Data Interpretation |
| **Unit-2** ||
| Day 7 | Simple Interest- |
| Day 8 | Compound Interest |
| **Unit-3** ||
| Day 9 | Averages |
| Day 10 | Problems on Ages |
| **Unit-4** ||
| Day 11 | Time & Work |
| Day 12 | Time & Distance |
| Day 13 | Problems on Trains |

### Unit-5

| Day | Topic |
|---|---|
| Day 14 | LCM & HCF |
| Day 15 | Areas |
| Day 16 | Volumes |
| **Part- B (Reasoning)-16 Hours** ||
| **Unit 6** ||
| Day 17 | Number Series |
| Day 18 | Number Analogy |
| Day 19 | Number Classification |
| Day 20 | Coding& Decoding-1 |
| Day 21 | Coding& Decoding-2 |
| **Unit -7** ||
| Day 22 | Blood Relations-1 |
| Day 23 | Directional Sense Test-1 |
| Day 24 | Seating Arrangement-1 |
| Day 25 | Problems solving Techniques and Logical Reasoning |
| Day 26 | Completion of Incomplete Patterns |
| Day 27 | Number, Ranking and Time Sequence Test-2 |
| Day 28 | Mathematical Operations |
| **Unit 8** ||
| Day 29 | Calendars |
| Day 30 | Series, Analogy and Classification & Problem solving with pictures-1 |
| Day 31 | Logical VennDiagrams-1 |
| Day 32 | Logical VennDiagrams-2 |

## JAWAHAR KNOWLEDGE CENTRE
## CERTIFICATE COURSES
## COMMUNICATIONAL SKILLS - SYLLABUS

| Communication Skills (Duration 32 to 35 Hours) | |
|---|---|
| **S.No.** | **Grammar** |
| 1 | Self Introduction |
| 2 | Be','Do' and 'Have' Forms |
| 3 | Simple Present Tense |
| 4 | Present Progressive Tense |
| 5 | Present Perfect and Present Perfect Progressive Tense |
| 6 | Simple Past : Questions and Negative |
| 7 | Simple Past and Present Perfect Tense |
| 8 | Simple Past and Past Progressive Tenses |
| 9 | The Future Time |
| 10 | Concord |
| 11 | Conditional Clauses |
| 12 | Voice |
| 13 | Reported Speech |
| 14 | Articles |
| 15 | Adjectives |
| | **Speaking Skills** |
| 16 | Vowel Sound |
| 17 | Consonant Sounds |
| 18 | Neutralization of Accent |
| 19 | Change of Speech Patterns |
| | **Voice Based Efficiency** |
| 20 | Making polite Requests |
| 21 | Offering, Accepting and Denying Help |
| 22 | Asking for and Giving Directions |
| 23 | Agreeing and Disagreeing |
| 24 | Making Complaints |
| | **Reading Skills** |
| 25 | Synonyms |
| 26 | Antonyms |
| 27 | Reading Skills-I (Skimming and Scanning) |
| 28 | Reading Skills-II |
| 29 | Reading Skills-III |
| 30 | Reading Skills-IV |
| 31 | Reading Comprehension |
| | **Writing Skills** |
| 32 | Paragraph Writing |
| 33 | Essay Writing |
| 34 | Precis Writing |
| 35 | Resume Writing |

# JAWAHAR KNOWLEDGE CENTRE

## CERTIFICATE COURSES
## SOFT SKILLS - SYLLABUS

| SOFT SKILLS- DURATION:32 Hours | |
|---|---|
| Day | Topic |
| Day 1 | Soft Skills –An Overview |
| Day 2 | Know yourself |
| Day 3 | SWOT Analysis |
| Day 4 | Goal Setting |
| Day 5 | Positive  Attitude-1 |
| Day 6 | Positive  Attitude-2 |
| Day 7 | Body Language-1 |
| Day 8 | Body Language-2 |
| Day 9 | Interpersonal Skills-1 |
| Day 10 | Interpersonal Skills-2 |
| Day 11 | Time Management-1 |
| Day 12 | Time Management-1 |
| Day 13 | Presentation Skills-1 |
| Day-14 | Presentation Skills-2 |
| Day-15 | Presentation Skills-3 |
| DaY-16 | Just A minute(JAN)-1 |
| Day-17 | Just A minute(JAN)-2 |
| Day-18 | Just A minute(JAN)-3 |
| Day-19 | Just A minute(JAN)-4 |
| Day-20 | Team Dynamics-1 |
| Day-21 | Team Dynamics-2 |
| Day-22 | Group Discussion Introduction |
| Day-23 | Group Discussion-1 |
| Day-24 | Group Discussion-2 |
| Day-25 | Group Discussion-3 |
| Day-26 | Group Discussion-4 |
| Day-27 | Etiquette of Telephone ,E-Mail and SMS |
| Day-28 | Etiquette of Telephone ,E-Mail and SMS |
| Day-29 | Interview Skills-1 |
| Day-30 | Interview Skills-2 |
| Day-31 | Interview Skills-3 |
| Day-32 | Interview Skills-4 |

**JAWAHAR KNOWLEDGE CENTRE**

**CERTIFICATE COURSES**

**TECHNICAL SKILLS (COMPUTER) SYLLABUS (DURATION 30 TO 34 Hours)**

| Day | Topic |
|---|---|
| Day-1 | Introduction to Computer |
| Day-2 | Using Keys,KeyBoard and Mouse |
| Day-3' | HardWare Components |
| Day -4 | Types of Software |
| Day-5 | **MS OFFICE Introduction** |
| Day-6 | .MS WORD INTRODUCTION |
| Day- 7 | Menu Bar and submenus with options |
| Day-8 | Word document open, edit and save the document, Using File, Edit menu options and text formatting |
| Day-9 | Inserting Tables, pictures, Clip Arts and Symbols into word documents. |
| Day-10 | Mail Merge |
| Day-11 | Practical session |
| | **MS EXCEL** |
| Day-12 | Introduction to Spreadsheet and data entry |
| Day-13 | Using Formulae & Functions |
| Day-14 | Types of graphs and Creating graphs |
| Day-15 | Data Sorting & Filters |
| Day-16 | Practical session |
| Day-17 | Page Setup and Print options using Excel |
| Day-18 | Practical session for Powerpoint |
| Day-19 | Practical session for Powerpoint |
| | **MS-POWER POINT** |
| Day-20 | Introduction and selecting slides, Auto-content wizard |
| Day-21 | Text-formatting, Inserting Images & Pictures |
| Day-22 | Practical session |
| Day-23 | Using Animations, slide transitions and adding audio & video |
| Day-24 | Practical session |
| | **INTERNET SKILLS** |
| Day-24 | Introduction to networks and |
| Day-25 | internet protocols |
| Day-26 | Internet Browsers Creation of e-mail (gmail & yahoo) – sending, receiving and upload, download attachments |
| Day-27 | Finding content, searching for information using search engines like Google, Bing, etc. |
| Day-28 | Learning about online applications – banking, shopping, social networks etc. |
| Day-29 | Practical session |
| Day-30 | Blogs, creation and maintenance, Social networking sites like facebook, twitter, LinkedN |
| | **USING PRINTERS & SCANNERS** |
| Day-31 | Types of Printers, page setup and Printing dialogue box options |
| Day-32 | Types of scanner, scanning the page and images, storing scanned documents into PDF |
| Day-33 | Using MS-Picture Manager |
| Day-34 | Editing pictures, resize and cropping images, color management |