

SYLLABUS
FOR THE TRADE OF
DATA ENTRY OPERATOR

Under CTS

Revised in

2011

Government of India
Ministry of Labour & Employment (D.G.E.&T.)
CENTRAL STAFF TRAINING AND RESEARCH
INSTITUTE
EN – Block, Sector – V, Salt Lake,
Kolkata-700091.

List of members attended the Trade Committee Meeting to design the Syllabus for the Trade of "DATA ENTRY OPERATOR" under ATS held on 25th February'2010

at I.T.I. Peenya, Bangalore

SL NO	NAME & DESIGNATION S/SHRI	REPRESENTING ORGANIZATION	REMARKS
1	S / Shri S.D. Lahiri, Director	Central Staff Training Research Institute, Kolkata	Chairman
2	M.N.Renukardhya, Principal	Govt. I.T.I. , Peenya Bangalore	Member
3	B. Manoj, Asst. Director (EDP)	Bharat Earth Movers Ltd. Bangalore	Member
4	G.Kalyanasundaram, Admn. Officer (HRD)	Bharat Heavy Electricals Ltd. Bangalore	Member
5	Raghunath H.N., Engineer – IT & S	Bharat Heavy Electricals Ltd. Bangalore	Member
6	G.R.Ramanth, General Manager (HR)	Ace Designers Ltd., Bangalore	Member
7	Jagannatha, Dy. General Manager (Trg.)	Hindustan Aeronautics Ltd., Bangalore	Member
8	N.K.Ramanamurthy	Hindustan Aeronautics Ltd., Bangalore	Member
9	M.A.Ramanujam, Addl. General Manager (HRD)	Bharat Electronics Ltd. Bangalore	Member
10	D.U.Krishna Rao, Sr. Dy. General Manager (HRD)	Bharat Electronics Ltd. Bangalore	Member
11	Dhananjaya. L, Asstt. Executive Engineer	Karnataka Power Transmission Corpn. Ltd., Bangalore	Member
12	Ratnakar Shetty, Dy. General Manager (HR)	Kenna Metal, Bangalore	Member
13	B.Sudhakar, Addl. General Manager (HRD)	HMT Ltd., Bangalore	Member
14	Neelakanta. V, Instructor	HMT Ltd.Training Institute, Bangalore	Member
15	V. Babu, Asstt. Director of Trg.	Apex Hi-Tech Institute, Bangalore	Member

16	R.N.Manna, Training Officer	Central Staff Training Research Institute, Kolkata	Member
17	Mrs. Sandhya Hende, Training Officer	Govt. I.T.I. , Peenya Bangalore	Member
18	Lokesh. V, Training Officer	Govt. I.T.I. , Peenya Bangalore	Member
19	Mrs. Maheswari. V. S, Training Officer	Govt. I.T.I. , Peenya Bangalore	Member
20	Mrs. Hemlatha. R, Training Officer	Govt. I.T.I. , Peenya Bangalore	Member
21	Mrs. Laxmi Shetty, Training Officer	Govt. I.T.I. , Peenya Bangalore	Member

DATA ENTRY OPERATOR Under Craftsmen Training Scheme

General Information

1. Name of the course : Data Entry Operator
2. N.C. O. Code No. :
3. Duration : Six Months
4. Entry Qualification :
- Essential :** 10th Class Passed
- Desirable :** Typing speed of 30 w.p.m. in English /Hindi/Any Local Language
5. Unit strength : 20 Trainees
6. Space Norms: 3.5 sq. mtr.per trainee
7. Unit Size : 20 Trainees per Unit
7. Power Norms : 4 KW
8. Qualification for Instructor :
- Academic** – 10th Class pass or equivalent
- Technical** – (i) Degree in Engineering from recognized university or Three year Diploma from recognized Board / Institution in appropriate branch of trade concerned or National Apprenticeship Certificate or National Trade certificate in relevant trade
- Experience** – One year for Degree holders, Two years for Diploma holders and Three years for NAC / NTC holders
- Desirable** – Passed Principle of Teaching (POT) course from any of DGET Institute

Contents

1. Basic Training -	1 Week
2. Computer Fundamentals -	1 Week
3. Operating System (DOS) -	1 Week
4. Operating System (Windows) -	2 Weeks
5. MS Word -	4 Weeks
6. MS Excel -	3 Weeks
7. MS PowerPoint -	1 Week
8. MS Access -	2 Weeks
9. PageMaker -	2 Weeks
10. Computer Typing Practice -	2 Weeks
11. LAN -	1 Week
12. Internet -	2 Weeks
13. Local Language Software -	2 Weeks
14. Data Entry Practice -	1 Week
15. Revision & Test -	1 Week

Syllabus for Data Entry Operator Under Craftsmen Training Scheme

Duration : Six months

Week No.	Practical	Theory
1	<p>Visit to different sections of the Institute. Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration</p> <p>Occupational Hazards : Stress development because of cramped room, Ill light, etc. Proper sitting posture, proper lifting posture of heavy components, machineries, etc.</p>	<p>Familiarization with institute. Accidents, safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical & logical concepts of data.</p> <p>Environmental Hazards : Pollution through e – waste, Waste recovery facility.</p>
2	<p>Visit to establishments with general purpose and special purpose computers. Visit to Computer centers installed with Mini and Micro computers. Familiarisation of Laptop Computers. Identification and using different input/output devices. Connecting and dismantling cords, cables and input/output devices. Identifying and handling of different types of Pen Drives and CDs/ DVDs(Latest removable storage devices). Understanding the keys and their functions in keyboard. Practicing mouse.</p>	<p>Basic definition of computer, features and applications, hardware, software, firmware and liveware. Representation of information inside a computer. Generation of Computers – classification of computers according to purpose (general and special purpose), according to working(analog, digital and hybrid), according to processing capability (Super, mainframe, mini, micro, laptop and palmtop) Block diagram of a Computer system – Standard and common input/output devices. Processing – CPU, ALU, CU Memory, unit and different types Bit, byte, kilobyte, megabyte and Gigabyte. Semiconductor memories such as ROM, RAM, PROM, EPROM, EEPROM.</p>
3	<p>Operating system Working with MS DOS, Operating Hard disks and Latest removable storage devices. Demonstrating the partition of hard disk. Booting process. Booting computer in</p>	<p>Secondary storage devices – NTFS, Latest removable storage devices, hard disk and CDs/DVDs. Storage & retrieval of data – concepts of tracks, sectors, cylinders, boot record, disk partition and file</p>

	<p>DOS and Windows environment Practicing DOS commands - formatting, copying, deleting, moving and renaming etc.</p>	<p>allocation tables (FAT). Types of software – system software & application software, functions of operating system, interpreter, compiler and assembler. Operating system - familiarization with MS DOS, Windows and Unix. Booting the computer – booting, post, booting sequence, cold boot, warm boot, booting in DOS and Windows, booting files and their functions. Concept of LILO booting.</p>
4	<p><u>MS Windows</u> Using desktop, task bar, start button, title bar, menus and windows help. My computer & Recycle bin. Creating, deleting and renaming of files, folders & short cuts. Opening & closing of different windows. Using different windows at a time. Moving through windows and mouse, maximize/minimize windows, use of help feature, exit windows starting an application and closing application. File management through Windows Explorer - select files and directories, copy, move, delete files/directories. Expand compressed directories and files. Open and manage multiple director windows. View and sort files. Creating and renaming files/directories. Disk operation using file manager.</p>	<p>MS Windows – different versions, advantages and applications of windows. Starting windows and their operations. File management through Windows explorer.</p>
5	<p>Using essential accessories – starting and using notepad, WordPad, editing formatting text, saving text and printing text in notepad/WordPad. Working with image, paintbrush. Using calculators, calendar and character map, system tools, entertainment. Using windows media player and sound. Using multimedia and accessibility.</p>	<p>Applications of essential accessories such as notepad, WordPad, paintbrush, images, calculator, calendar, media players and sounds. Multimedia. Setting, using and applications of control panel. Display properties, sound properties, different screen savers, and font</p>

	<p>Setting, using control panel, setting of date, time and sound.</p> <p>Setting display properties – wallpaper, screen savers & font management. Setting sound cards and graphic adopter cards.</p> <p>Installing and removing programs from start and program menu. Setting hardware such as printers, scanners, modem and dial up network.</p> <p>Zipping and unzipping files in windows.</p> <p>Installing Cd Drive, driver software and other software through CD drives, working with CDs and copying data in CD writer.</p> <p>Registrating the software.</p> <p>Installing Antivirus software. Scanning and deleting virus.</p> <p>Knowledge on Computer safety.</p>	<p>management. Installation of programs.</p> <p>Setting hardware such as scanners printers modem and dialup network.</p> <p>Concepts of zipping and unzipping and applications.</p> <p>Using CD drives, different types and capacities of CDs Cd writer.</p> <p>Computer virus – their causes and remedial measures. Anti virus, virus scanning and deleting.</p>
6	<p><u>Word processing under MS Windows</u></p> <p>MS word commands and practicing – text selection. Opening document and creating document, saving and quitting documents.</p> <p>Cursor control, moving around in document, manipulating windows using tool bars.</p> <p>Printing documents, Editing text, auto text character formatting, page formatting.</p> <p>Closing and opening files.</p>	<p>Data processing. Data processing in various software, their features, versions and advantages. Operation of MS WORD.</p>
7	<p>Table formation, Tabs, indents. Using interface(Menu tool bars, help). Finding and replacing text. Spell checking, creating bold, italic and underlines, aligning text, auto numbering/bullets, colouring text, changing fonts and their sizes, paragraph setting, changing cases, spacing between words, lines and paragraphs.</p>	<p>Application of MS Word</p>
8 & 9	<p>Practice of typing on computer</p>	
10	<p>Documentation enhancement – adding borders and shading, headers and footers. Setting up multiple columns, sorting blocks, margins and hypernating documents.</p> <p>Creating master documents, data sources, merging documents, using mail merge feature for labels and envelops.</p> <p>Graphics and using templates and wizards.</p> <p>Hyper linking, sending through internet</p>	<p>Document enhancement</p>

11	<p>Inserting drawings, auto shapes, text boxes, word art, pictures such as images and clip art, colouring, shading and 3D effects. Inserting graphs. Rotating text, pictures, text wrapping. Creating tables, editing text in tables, adding, deleting columns and rows. Macro functions Operating various types of printers – dot matrix, inkjet and laser printers. Operating scanner, scanning text, images and photographs with colour effects.</p>	<p>MS word advanced applications Printers, resolution, specifications different types and their applications. Scanners specification and applications.</p>
12 to 14	<p><u>MS Excel</u> Worksheet basics Data entry in cells, entry of numbers, text and formulae. Moving data in worksheet, moving around in a worksheet, selecting data ranges. Using interface(Tool bars, Menus), editing basics, working with workbook Saving and quitting, cell referencing Formatting and calculations, using auto fill, working with formulae. Efficient data display with data formatting Creating borders colouring text, bold, italic and underlining, aligning text, finding and replacing data. Margin setting working with ranges, setting print area and printing.</p> <p><u>Advanced application of MS Excel</u> Creating multiple sheets in a worksheet, transferring data from one sheet to other sheet. Working with multiple sheets and files Working with graphs and charts Auto formatting, creating embedded chart using chart wizard, sizing and moving parts, updating charts, changing chart types. Creating separate chart sheet, adding titles, legends and gridlines, colouring charts, printing charts Functions of Excel Database management through Excel Finding records with data form, adding</p>	<p>Spreadsheet packages, MS Excel Application and Excel commands. Advanced application of MS Excel</p>

	deleting records, Sorting & filtering records in a work sheet	
15	<p><u>MS PowerPoint</u> Creating slides, designing slides, back ground, layout of slides Editing text, adding/deleting aligning, making bold, italic and underlining, colour text. Changing background colours and designs Creating auto shapes, drawing clip art, word art, text boxes, images, shading and 3-d effects. Rotating text and pictures, text wrapping Saving, quitting and printing slides Inserting new slides, making animation effects Viewing the slides, slide transition, making sound effects Grouping and ungrouping the objects.</p>	MS PowerPoint working and applications.
16 & 17	<p><u>MS Access</u> Working with Access, files, records, creating files, records, creating table with different fields such as number, text, date/time etc. Entering data, modifying structure, modifying data in tables, forms, reports and queries. Hyperlinking with Excel and Word Practicing data entry in Access</p>	Concept of Database/relational database management systems Records, fields, files, different types of fields Various types of database systems Introduction to various database languages such as dbase, FoxPro, Visual Basic, Oracle and SQL.
18	<p><u>PageMaker</u> Working with tool bar Setting defaults Opening, saving and closing publications Inserting and removing pages Flowing text, resizing the object Adjusting graphics or text objects, select multiple elements, selecting elements behind the others, mask and group, unmask and ungroup. Constrain move vertically / horizontally Paste items, editing objects, rotating text box, Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks</p>	PageMaker – introduction to various versions, concepts and applications

19	<p>Font style, size, case, subscript and superscript Special characters, bullets, page numbering Spacing of character, line, word and paragraph, breaking and non breaking Text editing – selecting word, paragraph and a range of text Indenting/Tabs Find and change dialogue box Text recomposition Compress paint, JPG and GIF files Pallet controls, colour pallets, styles pallet and master pages pallet Removing master page objects from pages, control pallets Making tables, editing data in tables. Filing, stroking, frames, arranging, text wrapping, grouping and ungrouping, locking and unlocking, mask/unmask image, polygon setting, rounded corners</p>	Application of PageMaker
20	<p><u>Working with LAN</u> Basic operation of LAN. Data entry in other clients, data storing in different clients. Data shearing from server and other clients. Practicing data entry in networking.</p>	Networking concepts, LAN, WAN, their applications.
21 & 22	<p><u>Antivirus</u> Installation of Antivirus Software</p> <p><u>Network and Internet</u> Operations, browsing, downloading articles and other text, down loading pictures from internet, sending and receiving emails, sending and receiving attachments.</p>	<p>I</p> <p>Concept of virus, how computer get affected , Antivirus tools, protection</p> <p>Concept of network, internet, intranet, ISDN, Broad brand concepts and applications.</p>
23 & 24	<p>Introduction to local Language software. Practicing of Data entry in Hindi or any other local languages software</p>	Local language software, concepts and applications.
25	Assignment Presentation	
26	Revision & Test	

NOTE : 1) Typing practice on computer to be done 1 hour per day to achieve typing speed of 30 w.p.m.

LIST OF TOOL & EQUIPMENT FOR "DATA ENTRY OPERATOR"
(For a batch of 20 Trainees)

Sl. No.	Item Name, Description & Specification	Quantity
HARDWARE		
1	Core 2 Duo, 2.16 GHz, 2 GB RAM, 160 GB SATA, CD / DVD RW±, Ethernet cord 10/100/1000 MBPS, 15" Monitor, 128 MB Integrated Graphics, Mouse and Internet Keyboard or Higher	12 nos.
2	CD / DVD writer (Portable secondary storage device)	1 no.
3	Laser Printer Black	1 no.
4	Inkjet Printers (Colour & Black)	2 Nos.
5	Scanner	1 no.
6	16 Port Hub	1 no.
7	Ethernet cords 12 x 100 mpbs	12 nos.
8	UPS 5 KVA	1 NO.
9	Air Conditioner 1.5 tonne	2 NOS.
10	Modem	1 NO
11	Telephone line (For Internet) / Board Band connection	1 no.
12	Room temperature thermometer	1 no.
13	Fire extinguisher	1 no.
SOFTWARE		
1	Network Software with 12 User license	1 no.
2	MS Office latest version (12 User license)	1 no.
3	Adobe PageMaker latest version	1 no.
4	Anti Virus Latest version	1 no.
5	Any multi lingual software latest version	1 no.
FURNITURE		
1	Computer Tables	12 nos.
2	Printer Tables	4 nos.
3	Instructor Table	1 no
4	Instructor's Chair	1 no
5	Straight back revolving & adjustable chairs (Computer Chairs)	20 nos.
6	Steel cupboards drawer type	3 nos.
7	Cabinet with drawer	2 nos.
8	Students Lockers (steel) unit of 4 lockers	5 nos.
9	Steel almirah big size	1 no
10	Steel almirah small size	2 no
11	Class room chairs with writing pad moulded type	20 nos.

- Note :**
1. All Software should be Network Version
 2. Some of Course Related CBTs can be purchased (Optional)