GOVERNMENT OF TAMILNADU
DIRECTORATE OF TECHNICAL EDUCATION,CHENNAI
STATE PROJECT COORDINATION UNIT
(Established under Canada India Institutional Cooperation Project)

CURRICULUM

Course Name	**DATA ENTRY OPERATOR**
Course Code	**CSE/2020/003**
Course Duration	50 Hours
Minimum Eligibility Criteria and Pre-requisites(if any)	ITI/10th/+2/Diploma/Graduates NIL
Course Objectives	This course facilitates the necessary knowledge and skills regarding creating, working and maintaining the documents and presentation of documents, creating database.
Course Outcomes	The candidates will learn the computer fundamentals, operating system concepts and will be able to handle documents, spreadsheets, prepare PowerPoint slides and create database as well as work with internet, email and preparing reports.
Expected Job Roles	Data Entry Operator in IT/ITES firms.

TEACHING AND SCHEME OF EXAMINATION					
Course Code	Course Name	Hours	Assessment Marks		Duration of Examination
			Min	Max	
CSE/2020/003	**Data Entry Operator**	Theory	20	10	20	3 Hours
		Practical	30	40	80	
		Total	50	50	100	

CSE/2020/003 - DATY ENTRY OPERATOR

DETAILED SYLLABUS

UNIT NO	MODULES	NO.OF.HOURS THEORY
I	**BASICS OF COMPUTER AND WORKING WITH MEMORY DEVICES**	
1.1	Features and applications, hardware, software, firmware. Generation of Computers – classification of computers based on purpose, working and processing capability . 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.	04
1.2	Semiconductor memories such as ROM, RAM, PROM, EPROM, EEPROM. 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 allocation tables (FAT).Types of software – system software & application software, functions of operating system, interpreter, compiler and assembler.	
II	**OPERATING SYSTEM-MS WINDOWS&ESSENTIAL ACCESSORIES**	
2.1	Familiarization with MS DOS, Windows and Linux. Booting the computer ,booting sequence, booting files and their functions. Different versions, advantages and applications of windows. Starting windows and their operations. File management through Windows explorer.	04
2.2	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 management. Installation of programs. Setting hardware such as scanners printers modem .Concepts of zipping and unzipping and applications. Using CD drives, different types and capacities of CDs, CD writer. Computer virus – their causes and remedial measures. Anti virus, virus scanning and deleting.	
III	**MS WORD**	
3.1	Data processing. Introduction to the various applications in office. Using MS word - Creating a document, Opening document, working with document and saving documents. Cursor control, using tool bars. Editing text, auto text character formatting, page formatting. Closing and opening files , 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. Working with inserting objects, macro, mail merge, templates and other tools in Word. Page setup and Printing Documents using word. Creating master documents, data sources, merging documents, using mail merge feature for labels and envelops.	04

IV	MS EXCEL	
4.1	Introduction to Excel features and Data Types. Cell referencing. Working in a worksheet, selecting data ranges. Using Tool bars, Menus, cell referencing , Formatting and calculations, using auto fill, working with formulae, Use of functions of various categories, linking Sheets. Introduction to various functions in all categories of Excel. Concepts of Sorting, Filtering and Validating Data. Analyzing data using charts. Creating borders , working with text, finding and replacing data. Margin setting working with ranges, setting print area and printing.	04
V	MS POWERPOINT,ANTIVIRUS AND INTERNET	
5.1	Introduction to Power Point and its advantages.. Creating slides, designing slides, layout of slides Editing text,. Changing background colours and Designs, Inserting new slides, making animation effects, Viewing the slides, slide transition, making sound effects. Creating Slide shows, Inserting objects. Animating Slide transitions.	04
5.2	Concept of virus, how computer get affected, Antivirus tools, protection. Concept of network, Internet, intranet, Broad brand concepts and e-mail creation and applications. Installation of Antivirus Software, operations, browsing, downloading articles and other text, down loading pictures from internet, sending and receiving emails, sending and receiving attachments.	
	Total Theory Hours	**20**
	Total Practical Hours	**30**
	Total Hours	**50**

PRACTICAL (30 HOURS)

1. Layout and Familiarization of desktop/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).

2. Understanding the keys and their functions in keyboard. Practicing mouse and keyborad.

MS WINDOWS

3. Using desktop, task bar, start button, title bar, menus and windows help. My computer & Recycle bin.

4. 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

5. Select files and directories, copy, move, delete files/directories. Expand compressed directories and files. Open and manage multiple windows. View and sort files. Creating and renaming files / directories.

USING ESSENTIAL ACCESSORIES –

6. 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. Setting, using control panel, setting of date, time and sound. Setting display properties. Setting sound cords and graphic adapter cords.

7. Installing and removing programs from start and program menu. Setting hardware such as printers, scanners, modem. Zipping and unzipping files in windows.

8. Installing CD Drive, driver software and other software through CD drives, working with CDs and copying data in CD writer. Registering the software.

9. Installing Antivirus software. Scanning and deleting virus.

MS WORD

10. Preparing a news letter using MS word. Add title, paragraph, image sand save and print the Document

11. Table formation, Tabs, indents. Preparation of a monthly calendar using a table in MS word.

12. Prepare an invitation and send to friends using Mail merge option in MS word.

MS EXCEL

13. Prepare a student Mark sheet with subject marks and total using formulas in excel worksheet.

14. For the above mark sheet created, create border, colour text, align text and print it.

MS POWERPOINT

15. Preparation of 5 slides to introduce yourself to others.

INTERNET

16. Create an e-mail account and send your resume to a company's e-mail and attach your photo and certificates.

HARDWARE REQUIREMENT

S.NO	LIST OF TOOLS /EQUIPMENTS
1	Desktop /Laptop computers with internet connection
2	CD & DVDs
3	Printer

SOFTWARE RQUIREMENT

S.NO	LIST OF SOFTWARE
1	Ms Office
2	Driver software
3	Antivirus software

REFERENCE BOOKS

S.NO	NAME OF THE BOOK	AUTHOR	PUBLISHER
1.	Fundamentals of computers	Rajaraman	Prentice- Hall of India
2.	Microsoft Office 2007 Bible	JohnWalkenbach,Herb Tyson,Faithe Wempen,cary N.Prague,Michael R.groh,Peter G.Aitken, and Lisa a.Bucki	Wiley India pvt.ltd.

ASSESSMENT AND CERTIFICATION

S.No	Criteria for assessment
1.	A trainee will be assessed based on the performance in End Examination for Theory and Practical conducted internally in the Project Polytechnic College for a duration of 3 hours
2.	A trainee must have 75% of attendance to appear for End examination in Theory and Practical.
3.	The assessment for theory part will be based on the marks scored in the end examination on the knowledge bank of questions (1 word/objective type questions)
4.	The assessment for practical part will be based on the marks scored in the end examination conducted by the Project Polytechnic and assessed by the Examiners approved by Strategic Plan Implementation Committee (SPIC) of the project polytechnic.
5.	The criteria for successful completion of training is every trainee should score 50% of marks in theory and practical examination.
6.	On successful completion of training , Certificate will be issued to the participants by the Directorate of Technical Education through the Project Polytechnic.

END EXAMINATION

ALLOCATION OF MARKS

S.No	Description	Max.Marks
1.	Theory Examination	20
2.	Practical Examination	
	a)Procedure	10
	b)Execution	30
	c)Output	20
	d)Record	20
	Total Marks	**100**

THEORY MODEL QUESTION PAPER

CSE/2020/003 - DATA ENTRY OPERATOR

(Maximum Marks : 20)

(N.B: Answer any **twenty** questions)   **20 x 1 = 20 Marks**

1. What is software?

2. What is super computer?

3. What is CPU?

4. What is ALU?

5. What is the memory unit?

6. What is ROM?

7. What FAT?

8. What is window explorer?

9. What is the use of word processor?

10. How to move data from one place to another place?

11. What key is used to go to end of a document?

12. Which menu is used to have a image in a document?

13. What is the shortcut key to undo?

14. What is header and footer?

15. What is cell pointer in Excel?

16. What is the symbol used first in the formula bar to do calculation?

17. What are charts in MS-Excel?

18. What is PowerPoint? Why is it used?

19. Which shortcut key is used to start and exit from the slide show?

20. What is the file extension for PowerPoint?

21. What is short cut to insert the new slide?

22. What is Antivirus?

23. What are cells in Excel?

24. What is Browser?

25. What is modem?