

SYLLABUS FOR THE TRADE
OF
DATA ENTRY OPERATOR
(SEMESTER PATTERN)
Under
CRAFTSMAN TRAINING SCHEME

Designed in :2013

By
Government of India
CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE
Directorate General of Employment & Training
Ministry of Labour & Employment
EN - 81, SECTOR – V, SALT LAKE CITY
Kolkata – 700 091

List of members attended the Trade Committee Meeting to design the Syllabus for the Trade of “Data Entry Operator” under CTS Held on 3rd January’2012 at R.V.T.I, Kolkata.

SL. NO.	NAME & DESIGNATION Shri/Shrimati	REPRESENTING ORGANIZATION	REMARKS
1.	S.J. Amalan Director / Chairman	RDAT, Kolkata	
2.	M.C. Sharma JDT	CSTARI, Kolkata	
3.	Sanjay Kumar Dy. Director	RDAT, Kolkata	
4.	L.K. Mukherjee Dy. Director	CSTARI, Kolkata	
5.	G.D. Modak Principal	RVTI, Kolkata	
6.	Rajib kr. Das Asst. Director	STPI, Kolkata	
7.	Subhankar saha	Manager – technical support (networking)	Brainware consultancy pvt. Ltd.
8.	Debkumar Ghosh	Sr. Manager technical support	Brainware consultancy pvt. Ltd.
9.	Rabin Debnath	Asst. Director of Industrial Training, W.B.	Director of Ind. Trg., Govt. of W.B.
10.	Kunal Bhattacharya	CIO	WEBEL
11.	Alands Mukherjee	Director	Richminds projects, India
12.	S.K. Altaf Hossain	Training Officer (Copa)	ATI, Kolkata
13.	Surojit Mondal	Principial, ITI, Kalyani, Govt. of W.B.	ITI, Kalyani, Govt. of W.B.
14.	Abhijit Das Gupta	Manager-solution Architect	SEA INFONET
15.	Satyabrata Saha	Dy. Director of Industrial Training, W.B.	Directorate of Industrial Training, Bikash Bhavan, 10 th floor, Salt Lake, Kol-91.
16.	Manish Kumar Saha	P.A. – II	C-DAC, Kolkata
17.	Jyotirmay Chatterjee	Foreman	ITI, Gariahat, under State Directorate
18.	Tapan Roy	Asst. Director	Women ITI, Kolkata
19.	K.P. Nath	Retd. Inspector of school	3 / 43 A, Sanghati colony, Kol-47.
20.	Sarbojit Neogi	V.I. (Copa)	R.V.T.I(W), Kolkata, DGE&T, Ministry of Labour & Employment, Govt. of India.
21.	Budhaditya Biswas	V.I. (Copa)	R.V.T.I(W), Kolkata, DGE&T, Ministry of Labour & Employment, Govt. of India.

List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6th to 10th May'2013 at CSTARI, Kolkata.

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

General Information

1. Name of the Trade : **Data Entry Operator**
2. N.C. O. Code No. :
3. Duration : Six Months (One Semester)
4. Power Norms : 4KW
5. Space Norms :56 sq. m
6. Entry Qualification :Passed 10Th class examination
7. Unit Size (No of student) :20 Trainees
8. Instructor's/Trainer's Qualification : **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 holder, Two years for Diploma holders and Three year for NAC / NTC holders
9. **Desirable qualification** : Preference to be given CIC(Craft Instructor Certificate) holders.

At least one Instructor must have Degree / Diploma in relevant field.

**Syllabus for “Data Entry Operator” Under Craftsmen Training Scheme
Duration : Six months**

First Semester

Semester Code: DEO:SEM I

Week No.	Trade Practical	Trade Theory
1	<p>Visit to different sections of the Institute. Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration 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. 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. Familiarization 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 DOS and Windows environment Practicing DOS commands - formatting, copying, deleting, moving and renaming etc.</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 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,</p>

		booting in DOS and Windows, booting files and their functions. Concept of LILO booting.
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>	MS Windows – different versions, advantages and applications of windows. Starting windows and their operations. File management through Windows explorer.
5	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. Setting, using control panel, setting of date, time and sound. Setting display properties – wallpaper, screen savers & font management. Setting sound cords and graphic adopter cords. Installing and removing programs from start and program menu. Setting hardware such as printers, scanners, modem and dial up network. Zipping and unzipping files in windows. Installing Cd Drive, driver software and other software through CD drives, working with CDs and copying data in CD writer. Registrating the software. Installing Antivirus software. Scanning and deleting virus. Knowledge on Computer safety.	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 management. Installation of programs. Setting hardware such as scanners printers modem and dialup network. 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.
6	<p><u>Word processing under MS Windows</u> MS word commands and practicing – text selection. Opening document and creating document, saving and quitting documents. Cursor control, moving around in document,</p>	Data processing. Data processing in various software, their features, versions and advantages. Operation of MS WORD.

	manipulating windows using tool bars. Printing documents, Editing text, auto text character formatting, page formatting. Closing and opening files.	
7	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.	Application of MS Word
8 & 9	Practice of typing on computer	
10	Documentation enhancement – adding borders and shading, headers and footers. Setting up multiple columns, sorting blocks, margins and hypernating documents. Creating master documents, data sources, merging documents, using mail merge feature for labels and envelops. Graphics and using templates and wizards. Hyper linking, sending through internet	Document enhancement
11	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.	MS word advanced applications Printers, resolution, specifications different types and their applications. Scanners specification and applications.
12 to 14	MS Excel 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.	Spreadsheet packages, MS Excel Application and Excel commands. Advanced application of MS Excel

	<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 deleting records, Sorting & filtering records in a work sheet</p>	
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 /</p>	PageMaker – introduction to various versions, concepts and applications

	horizontally Paste items, editing objects, rotating text box, Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks	
19	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	Application of PageMaker
20	<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.	Networking concepts, LAN, WAN, their applications.
21 & 22	<u>Antivirus</u> Installation of Antivirus Software <u>Internet</u> Operations, browsing, downloading articles and other text, down loading pictures from internet, sending and receiving emails, sending and receiving attachments.	Concept of virus, how computer get affected, Antivirus tools, protection. Concept of network, Internet, intranet, ISDN, Broad brand concepts and applications.
23 & 24	Introduction to local Language software. Practicing of Data entry in Hindi or any other local languages software	Local language software, concepts and applications.
25	Revision	
26	Examination	

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

2) Syllabus for the subject of Social Studies is common for all the trades.

TRADE: DATA ENTRY OPERATOR

LIST OF TOOLS & EQUIPMENT

A. TRAINEES TOOL KIT FOR 20 TRAINEES + ONE

SL. No.	Name of the items	Quantity
1	WORKSTATION/NODES : 2 nd Generation i3 Processor or Equivalent and above with major minimum features as below : 1) 32/64 Bit Processor (3.06 GHz or Higher,4 MB 4-Core) or Higher. 2) Network Card : Integrated Gigabit Ethernet(10/100/1000). 3) RAM : 2 GB/ 4 GB DDR3 or Higher. 4) 320 GB / 500 GB HDD or Higher. 5) 19" TFT Monitor 6) DVD Writer 7) PS2 / USB KeyBoard, USB/Optical Mouse with latest Licensed of Operating System and anti virus/ OEM Pack(Preloaded). 8) Professional/Ultimate Edition with Internet Facility.	10 nos.
2	CD / DVD writer or (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	10 nos
8	Individual UPS with 10minutes backup or above	10 nos.
9	Air Conditioner 1.5 tone	2 nos.
10	Modem	1 no
11	Telephone line (For Internet) / Broad Band connection	1 no.
12	Room temperature thermometer	1 no.
13	Fire extinguisher	1 no.
<u>SOFTWARE</u>		
1	Windows O.S./ Equivalent O.S. Network Support with 10 User license	10 nos.
2	MS Office latest version / Open Office/Free Office	10 nos.
3	Adobe PageMaker latest version / Equivalent Software	10 nos.
4	Anti Virus Latest version/ Total Security software	10 Nos.
5	Any multi lingual software latest version / Typing Test Software with (10 User License).	1 no.
<u>FURNITURE</u>		
1	Computer Tables	10 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	Pigeon hole cabinet -16 compartments	1 no.
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)**

NOTE- LATEST VERSION OF HARDWARE AND SOFTWARE should be provided.