



Data Entry Operator

Aligned to Qualification Pack:

QP Code:

NSQF Level

VERSION 1

CURRICULUM / SYLLABUS

PSA Version	3.0
Date	30.04.2021
Course code	PSA/BFS/01/2021



Data Entry Operator : Course Outline

Module No.	Module Name	Applicable NOS
1	<p>Fundamental and Basics of Computer Theory Duration (hh:mm) 5:00 Practical/Interactive class Duration (hh:mm) 5:00</p>	
2	<p>Operating System and its GUI Theory Duration (hh:mm) 5:00 Practical/Interactive class Duration (hh:mm) 5:00</p>	
3	<p>Learning and Understanding Input and output devices. Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 3:00</p>	
4	<p>Introduction to basics of Data Entry Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 5:00</p>	
5	<p>Understanding Fundamentals of MS Word Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00</p>	
6	<p>Working with Data Entry Theory Duration (hh:mm) 5:00 Practical Duration (hh:mm) 10:00</p>	



7	<p>Introduction to Ms Powerpoint Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00</p>	
8	<p>Understanding and Working with MS Excel Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00</p>	
9	<p>Beginners Understanding of Data Analysis. Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00</p>	
10	<p>Employability Skills Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 05:00</p>	Auxiliary Module

Note: Theory and practical classes will comprise of interactive inputs, audio visuals, role plays & simulations, case discussions, activity sessions, projects, computer lab sessions, field work, among others.

Total Duration : 160 hours

Data Entry Operator

Course Coverage

1. **Fundamental and Basics of Computer**
 - 1.1. Introduction to computer
 - 1.2. Computer Generations
 - 1.3. Characteristics and Components of Computer.
 - 1.4. Understanding softwares and types of softwares.
 - 1.5. Concept of Data Processing
 - 1.6. Types of data and their storage.
2. **Operating System and its GUI**
 - 2.1. Understanding operating system and basics of Windows.
 - 2.2. Understanding user interface.
 - 2.3. Understanding different icons and their functions.
 - 2.4. Learning to use mouse to move icons on the screen
 - 2.5. Understanding windows setting- control panel, screen savers,wallpapers.
 - 2.6. Setting date and sound.
 - 2.7. Usings menus and folders
 - 2.8. Creating new files and folders with storing
 - 2.9. Basics of Notepad.
3. **Learning and Understanding Input and output devices.**
 - 3.1. Understanding the functions input and output devices of computer.
 - 3.2. Identifying input devices : keyboard, mouse, joysticks, voice recognition,optical recognitions, scanners,pos terminals etc
 - 3.3. Identifying output devices : printers,with types of printers impact and non impact printers.
 - 3.4. Memory and mass storage devices.
 - 3.5. Concept of virtual and cache memory.
4. **Introduction to basics of Data Entry**
 - 4.1. Importance of Data and Job roles associated.
 - 4.2. Advantages of Data Storage
 - 4.3. Comparative analysis between DTP and Data Entry Professional
 - 4.4. Understanding the importance of Data sanctity
 - 4.5. Understanding fundamentals of Hardware and Cloud based Data Storage
 - 4.6. Overview of File types used for data storing
 - 4.7. Identification of softwares and applications used for Data Entry.
 - 4.8. Identification with Qwerty Keyboard and entry system.
 - 4.9. Identifying types of Data Entry software available in market.
5. **Understanding Fundamentals of MS Word**
 - 5.1. Develop understanding on basics of Word Processing and its interface : menus, rulers and bars
 - 5.2. Understand and Learn Character formatting : changing fonts,styles,case, highlight,symbols and special characters.
 - 5.3. Understanding working with formatting Paragraphs: add bullets,numbering,borders,
 - 5.4. Setting line and paragraph spacing, align and indent paragraphs,
 - 5.5. Create and modify headers and footers, inserting page breaks.
 - 5.6. Application of paragraph styles embedding images, creating outlines.



- 5.7. Customising Tables
- 5.8. Using special table features, performing calculations in table.using table styles,using tab stops,
- 5.9. Working with converting text to table, merging and splitting tables.
- 5.10. Understanding mail merge features.
- 5.11. Working with columns, pictures,diagrams and chart.
- 5.12. Comparing and merging documents
- 5.13. Using sorting in MS Word: sort text, sort tables, sort dates, sort paragraphs.
- 5.14. Working with drawing objects and graphics: create drawing objects, adding decorative borders,using wordart features and effects,
- 5.15. Inserting,positioning and working with pictures and media files.
- 5.16. Creating and editing of organisational charts and smartart features, creating and working with equation in Ms Word.
- 5.17. Saving Documents on Hard drive and cloud based platforms.
- 6. Working with Data Entry**
 - 6.1. Classification Of Data Types.
 - 6.2. Improving typing speed on Keyboard.
 - 6.3. Checking Grammar and Spellings
 - 6.4. Working with Vernacular Data: Bengali and Hindi Fonts
 - 6.5. Using Designs and Styles in Data Presentation.
- 7. Introduction to Ms Powerpoint**
 - 7.1. Discussion on interface layout of Ms Powerpoint.
 - 7.2. Creating and enhancing presentation.
 - 7.3. Addition and modification of texts,
 - 7.4. Applying and modifying templates.
 - 7.5. Learning to use Color Schemes, drawing and modifying objects
 - 7.6. Inserting pictures, charts, files into presentation
 - 7.7. Creating multimedia presentation
 - 7.8. Working with Animation in presentation.
- 8. Understanding and Working with MS Excel**
 - 8.1.** Understand Ms Excel and its interface layout.
 - 8.2. Application usage of Ms Excel spreadsheets.
 - 8.3. Working with cells: creations, merging,
 - 8.4. Inputting parameters
 - 8.5. Creation of tables.
 - 8.6.** Working with cell heights and widths, copying cells, merging cells.
 - 8.7. Working with functions and formula : using statistical,mathematical and financial formulas and functions.
 - 8.8. Working with Pivot Tables and Vlookup in Excel.
 - 8.9. Working with Data Charts. Preparing data charts.Embedding Data Charts in sheet.
- 9. Beginners Understanding of Data Analysis.**
 - 9.1. Introduction to Data Analysis
 - 9.2. Overview of various tools and functions.
 - 9.3. Working with Data sorting and data filtering
 - 9.4. Using Charts for Data presentation.
 - 9.5. Importance of Data Security
- 10. Employability Skills**
 - 10.1. English Written and Oral Communication
 - 10.2. Interview Skills
 - 10.3. Presentation Skills.

COURSE OUTCOME : WHAT WILL STUDENTS/LEARNERS GAIN FROM COURSE

- Learners through the course will be able to understand and get skilled as Data Entry Professionals.
- Will be able to identify and work with different data types across different softwares and applications.
- Will develop skill in improved speed while entering data.
- Learn and get skilled in working with different MS Office applications MS Word, MS Excel, MS Powerpoint.
- Develop in working skill on vernacular typing.
- Handle large data size and maintain data sanctity while entering data.
- Will develop initial skill and knowledge in Data analysis.
- Offline and Online Blended Course of approx duration of ____Hrs out of which ____ Hours of Theoretical training. ____ Hours of Practical training using Lab Room and Online Practice Sessions.
- Short Term Course of _____Months with 5 Days a week 2 Hr Class Schedule.

COURSE REQUIREMENT

- Age Criteria : 18 - 30 Years (Any Gender) ,
- Educational Qualification : Higher Secondary.
 - Working Knowledge and Understanding of English (for verbal and written communication)
- Students Require to have Few Technical Access :
 - Laptop/Desktop/SmartPhone compatible with Latest Web Browser Setting