Syllabus of Skill Development Course

Title of course – Diploma in Data Entry & Office Automation	
Nodal Department of HEI to run course	
Broad Area / Sector	**Computer**
Sub Sector	**IT**
Nature of Course _	Independent and Progressive
Name of suggestive Sector Skill Council	NSQF
Aliened NSQF level	3
Expected fee of the Course – Free/Paid	
Stipend to student expected from industry	
Number of Seats	
Course Code	
Max Marks 200 = (100 (25+75) + 100(25+75)) **Min. Marks. 80 = (40(10+30) + 40(10+30)**	
Name of Skill partner	
Job prospects-Expected Fields of Occupation where student will be able to get job after completing the course in (Pease specify name/type of industry, company etc.)	Front office Counselor, Office Assistant, Data entry operator, Computer Lab Assistant. Self Job as CSC Operator, Online computer services, etc.

Syllabus <u>Sem. I</u> (Certificate in Computer Awareness and Internet)

Theory Hr. 15 = 1 Cr. and Practical Hr. 60= 2 Cr. = 3 Credit

Unit	Topics	General/Skill component and Hrs.	Theory/Practical/OJT/Internship/Training	No. of Theory hours (Total -15 Hr.=1 Credit	No. of skill hours (Total -60 Hr.=2 Credit
1	Basic of Computer	Knowledge of Computer System and Peripherals 5Hrs. Working practice on Computer System. 5Hrs.	Introduction to Computer and its application, Characteristics, Computer organization, Type of Computer, Input/output devices, History and generation of Computer, Switching on-starting and shutting down computer	5	
2	Operating system DOS/Windows	Practice on CUI Based DOS interface. 6Hrs. Practice on GUI Based Window interface. 6Hrs. Managing Files and folders. 6Hrs. Customize the desktop settings and manage user accounts. 6Hrs.	Basics of Operating system, introduction to DOS, Internal and External Commands, Introduction of Windows Operating system, Basic Terms desktop of windows	3	
3	Communicating using internet	Communicate with text, video chatting Social Networking 6Hrs.	Basics concept of Internet, Introduction to www, Video Chatting Tools and Social Networking Concept	2	

			& Type of Network		
4	Web Browser	Browse the Internet for information 10Hrs.	Web Browsers, Internet servers and search Engines.	2	
5	Create and use of mail	Creating and using of E-mail for communication with attachment. 10 Hrs.	Creating and using of E-mail for communication. Composing e-mail and attaching files and sending	3	

Syllabus Sem. II CERTIFICATE IN OFFICE AUTOMATION
Theory Hr. 15 = 1 Cr. and Practical Hr. 60= 2 Cr. = 3 Credit

Unit	Topics	General/Skill component	Theory/Practical/OJT/Internship/Training	No. of Theory hours (Total -15 Hr.=1 Credit	No. of skill hours (Total -60 Hr.=2 Credit
1	Knowledge of Hardware and Software	Knowledge of Computer System and Peripherals. 5Hrs.	What is hardware, Internal and external. Component of Computer System. What is software, Types of software	2	
2	Basic of MS Office	Learning of MS office and its various application. 5Hrs.	Introduction to MS office and its various application.	2	
3	Introduction to MS Word	Use of Toolbar & buttons. Menu Bar, Scroll Bar, Ribbon Bar Control Buttons, etc. 12Hrs.	Introduction to the MS Words, Title Bar, Toolbar, Menu Bar Scroll Bar, and buttons, Ribbon	3	
4	Creating ,Editing and formatting of Documents	Creating ,Editing and formatting of Documents and Typing Practice 20Hrs.	Creating , Saving, Browsing, Editing and formatting of Documents	3	
5	Use of various features of Ms Word	Work with page layout and Printing documents using various features 10Hrs.	Introduction to Word features (Header Footer), Margins, Inserting Objects, and Printing Features.	3	
6	Performing of Mail merge	Use of Mail merge tool. Use of Conditional mail-merge, external data source. 8 Hrs.	Working with objects, Macro, Mail merge, Templates and other tools	2	

Syllabus Sem. III Diploma IN OFFICE AUTOMATION
Theory Hr. 15 = 1 Cr. and Practical Hr. 60= 2 Cr. = 3 Credit

Unit	Topics	General/Skill component	Theory/Practical/OJT/Internship/Training	No. of Theory hours (Total -15 Hr.=1 Credit	No. of skill hours (Total -60 Hr.=2 Credit
1	Installation of Hardware	Practice of installation	Introduction of various	2	

	and Software	of Computer peripheral and software, Installation of Various kinds of fonts 10 Hrs.	kind of hardware & software and their installation		
2	Basic of Excel	Opening of M.S. office software and Excel. Practice using and learning Title Bar, Toolbar, Menu Bar Scroll Bar, Buttons, Ribbon bar, etc. 10Hrs.	Introduction to the MS Excel, Title Bar, Toolbar, Menu Bar, Scroll Bar, Buttons, Ribbon bar, etc.	2	
3	Introduction to spreadsheet	Practice using data types on different columns data values, Setting of Row and Column width, etc. 10Hrs.	Introduction of spreadsheets and use of data types, Cell referencing and linking sheet	3	
4	Creating, Editing and formatting of Tables	Practice creating spreadsheet, File Commands, Editing and formatting of Tables, Header and footer, Printing features etc. 10 Hrs.	Spreadsheet Creation, File Commands, Editing and formatting of Tables, Printing commands, etc.	3	
5	Use of various features of Spreadsheet and Graph	Practice using features (sorting , searching, find and replace etc.) and various type of function creation of various types of charts. 10 Hrs.	Introduction to features (sorting, searching find and replace etc.), various type of function and Charts.	3	
6	Prepare Pivot Table and Chart	Creating pivot table, Applying various command on Charts and practicing. 10 Hrs.	Analyzing data using Charts, Data Table, Pivot tables, goal seek and scenarios	2	

Syllabus Sem. IV Diploma in Data Entry & Office Automation
Theory Hr. 15 = 1 Cr. and Practical Hr. 60= 2 Cr. = 3 Credit

Unit	Topics	General/Skill component	Theory/Practical/OJT/Internship/Training	No. of Theory hours (Total -15 Hr.=1 Credit	No. of skill hours (Total -60 Hr.= 2 Credit
1	Assembling and dissembling of Computer system	Practice of assembling and De assembling of Computer System. 6Hrs.	Introduction of Internal Parts of Computer System as Microprocessor, Ram, Rom, Secondary Storage Hard disk, etc.	2	
2	Basic of DBMS	Practice to create database and design a simple tables in access. 6Hrs.	Concept of DBMS, Data and databases, Type of databases and their applications.	2	

3	Use of MS Access software	Create database and format forms in access. 10Hrs.	Introduction of MS access, Various component and features of MS Access and forms.	3	
4	Creating ,Editing and formatting of Tables	Create simple query with various criteria and calculation. Create relationships and join tables. 16Hrs.	Introduction to various kind of tools, queries, designing report and Forms.	3	
5	Use of various features of power point	Practice of creating slide using various features. 12Hrs.	Introduction of Power points and its advantage. Various features, etc.	3	
6	Creating & customizing slides for presentation	Practice of customizing slides and presentation with various features. 10 Hrs.	Introduction to the properties and editing of images. Different formats. Creating slide shows and presentation, Etc.	2	

Suggested Readings: 1. Fundamental of Computer written by P.K.Sinha and Priti Sinha

2. P C Software for window 98 written by R K Taxali, Tata McGraw Hill Publication

3. Introduction to Data base management system , Pearson India, 2004

4. An Introduction to Data base management system Written By C.J.Date

Suggested Digital platforms / web links for reading

1. Computer Fundamental Google books
2. P C Software book by Sushil Goel.pdf

Suggested Continuous Evaluation Methods :

1. Assesmeent Type : Class Tests (Max. Marks 16)

Suggested Usage :

All types of Question – Essay, Short answer, Objective.

After completion of Unit I,II,III , a first class test of Max. Marks of 8 shall be conducted .

After completion of Unit IV,V,VI , a first class test of Max. Marks of 8 shall be conducted.

2. Assesmeent Type : Assignments (Max. Marks : 4)

Some class assignment shall be given to the students at completion of each Unit .

3. Assesmeent Type : Class interaction (Max. Marks : 5)

Course Pre-requisite :

No Pre-requisite required, open to all.

In case of Progressive, to study this course a student must have passed previous courses of this series.

Practical Evaluation & Assessment				Theory Evaluation & Assessment			
Internal Assessment	Marks	External Assessment	Marks	Internal Assessment	Marks	External Assessment	Marks
Class Interaction	05	Viva Voce	25	Class Interaction	05	Write up/ Theory work	75
Quiz 1	10	Execution / demonstration	20	Class test 1	08		

Quiz 2	10	Write up/ Theory work	20	Class test 1	08		
		Practical Record File	10	Assignment	04		
	25		75		25		75