COURSE OVERVIEW

COURSE TITLE: Domestic Data Entry Operator

Domestic Data Entry Operator in the IT-ITeS Industry is also known as Data Entry Operator. Individuals are responsible to provide daily work reports and work on daily hour bases. The individual is responsible for electronic entry of data from the client side to the office site or vice-versa. Individual tasks vary depending on the size and structure of the organization. This job requires the individual to have thorough knowledge of various technology trends and processes as well as have updated knowledge about database management systems and IT initiatives. The individual should have fast and accurate typing/data encoding. This job involves working in a personal computer, and appropriate software to enter accurate data regarding different issues like retrieving data from a computer or to a computer

COURSE OUTCOME: On completion of the course, students should be able to:

- Apply effective oral and written communication skills to interact with people and customers;
- Identify the principal components of a computer system; Demonstrate the basic skills of using computer;

• Demonstrate self-management skills;

•Demonstrate the ability to provide a self-analysis in context of entrepreneurial skills and abilities;

- Demonstrate the knowledge of the importance of green skills in meeting the challenges of sustainable development and environment protection;

• Work safely on computer.
• Start the computer.
• Open and use the related software.
• Exit from the software.
• Shut down the computer.
• Use the computer for data entry process.
• Collect all necessary information about the query.
• Log any decision about the query on the data entry tracking form.
• Follow Rules and guidelines for data entry.
• Handle queries.
• Undertake data entry with speed and accuracy.

• Identify and control hazards in the workplace that pose a danger or threat to their safety or health, or that of others.

Class IX

Total Marks: 100 (Theory-50+Practical-50)

SCHEME OF UNITS

This course is a planned sequence of instructions consisting of units meant for developing employability and vocational competencies of students of Class IX opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for class IX is as follow:

	Units	No. of Hours for Theory and Practical 200		Max. Marks for Theory and Practical 100
Part A	**Employability Skills**			
	Unit 1 : Communication Skills-I	10		10
	Unit 2 : Self-Management Skills-I	10		
	Unit 3 : Information and Communication Technology Skills-I	10		
	Unit 4 : Entrepreneurial Skills-I	15		
	Unit 5 : Green Skills-I	05		
	Total	**50**		**10**
Part B		**Theory Periods**	**Practical Periods**	**Marks**
	Unit 1: Introduction to IT-ITeS industry	2	**4**	4
	Unit 2 : Data Entry & Keyboarding Skills	4	10	6
	Unit 3 : Digital Documentation	10	26	10
	Unit 4 : Electronic Spreadsheet	18	35	10
	Unit 5 : Digital Presentation	10	31	10
	Total	**44**	**106**	**40**
Part C				
	Practical Work			
	Practical Examination			15
	Written Test			10
	Viva Voce			10
	Total			**35**
Part D				
	Project Work/Field Visit			
	Practical File/ Student Portfolio			10
	Viva Voce			05
	Total			**15**
	Total Periods	**50+44+106=200**	**Total Marks**	**100**

Note:-Detailed Curriculum/ Topics to be covered under employability skill can be downloaded for CBSE website.

Part-B

Unit 1: Introduction to IT–ITeS Industry

S.n	Learning Outcome	Theory	Practical
1.	Appreciate the application of IT in IT-ITeS industry	Introduction to IT and ITeS, BPO services, BPM industry in India, Structure of the IT-BPM industry, Applications of IT in home computing, everyday life, library, workplace, education, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service,	Identify and list the various IT enabled services, Observe the application of IT in various areas.

Unit 2: Data Entry and Keyboarding Skills

Sn	Learning Outcome	Theory	Practical
1.	Use data entry tools keyboard and mouse	Keyboarding Skills, Types of keys on keyboard, Numeric keypad, Home keys, Guide keys, Typing and deleting text, Typing ergonomics, Positioning of fingers on the keyboard, Allocation of keys to fingers on four different rows, Pointing device – Mouse, Mouse operations.	Identify the keys and its use on the keyboard, Demonstrate to use various keys on the keyboard, Demonstrate to type the text, numbers, special character using appropriate keys on the keyboard, Practice the correct typing ergonomics, Practice to place fingers on correct key in four different row of keyboard, Practice various mouse operations.
2.	Use typing software	Introduction to Rapid Typing Tutor, Touch typing technique, User interface of Typing Tutor, Typing text and interpret results, Working with lesson editor, Calculating typing speed, Typing rhythm.	Identify the user interface of typing tutor, Practice to type text in typing tutor software and interpret the results, Practice to work in lesson editor, Calculate the typing speed, Practice to improve typing using typing tutor software.

Unit 3: Digital Documentation

Sn	Learning Outcome	Theory	Practical
1.	Start the word processing application	Introduction to word processing, Word processing applications, Introduction to LibreOffice Writer, Starting LibreOffice Writer, Creating a document, Parts of Writer window, Cursor and mouse pointer.	List the available word processing applications. Introduce with the parts of the main window. Change document views. Start a new document. Open an existing document. Save a document. Close a document. Use the Navigator.
2.	Edit the document	Text editing – Undo and Redo, Moving and copying text, Copy and Paste, Selecting text, Selection criteria, Selecting non-consecutive	Type some text in the document and edit it, Demonstrate to use undo and redo option, Use the keyboard and mouse options to select, cut, copy, paste, and move text.

		text items, Selecting a vertical block of text, Find and replace option, Jumping to the page number, Non-printing characters, Checking spelling and grammar, Using synonyms and the thesaurus.	Demonstrate to select non-consecutive text items, vertical block of text, Search the word from the text and replace it with another word. Jump to the given page number in a document, Insert non-printing characters in a document, Check spelling and grammar and apply the changes to the document. Demonstrate to use synonyms and thesaurus.
3.	Format the document	Page style dialog, Formatting text - Removing manual formatting, Common text formatting, Changing text case, Superscript and Subscript, Formatting paragraph – Indenting paragraphs, Aligning paragraphs, Font colour, highlighting, and background colour, Using bullets and numbering, Assigning colour, border and background to paragraph Page formatting – setting up	Apply various text formatting options for the text, Demonstrate to format paragraphs – indent/align paragraphs, assign font colour, highlighting, and background colour, Assign number or bullets to the lists items, Demonstrate to assign colour, border and background to paragraph, Demonstrate the page formatting – set up basic page layout using styles,

		basic page layout using styles, Inserting page break, Creating header/footer and page numbers, Defining borders and backgrounds, Inserting images shapes, special characters in a document, Dividing page into columns, Formatting the shape or image.	Insert page break, Create header/footer and page numbers, Define borders and backgrounds, Insert images shapes, special characters in a document, Divide page into columns, Format the shape or image.
4.	Create and use table	Creating table in Writer, Inserting row and column in a table, Deleting rows and columns, Splitting and merging tables, Deleting a table, Copying a table, Moving a table.	Demonstrate and do the following in Writer: Create table, Insert and delete row and column in a table, Split and merge tables, Delete a table, Copy or move from one location to another location of document.
5.	Print the document	Printing options in Writer. Print preview, Controlling printing,	Demonstrate to print the document, selected pages in the document,

Sn	Learning Outcome	Theory	Practical
6.	Print the letters using mail merge	Concept of mail merge in word processing, Creating a main document, Creating the data source, Entering data in the fields, Merging the data source with main document, Editing individual document, Printing the merged letter, Saving the merged letter.	Demonstrate to print the letters using mail merge, do the following to achieve Create a main document, Create the data source, Enter data in the fields, Merge the data source with main document, Edit individual document, Print the merged letter, Save the merged letter.

(continued from previous — row 5):
| | | Printing all pages, single and multiple pages. | Print the document with various options, Preview pages before printing. |

Unit 4: Electronic Spreadsheet

Sn	Learning Outcome	Theory	Practical
1.	Create a Spreadsheet	Introduction to spreadsheet application, Starting Libre Office Calc, Parts of Libre Office Calc, Worksheet – Rows and columns, Cell and cell address, Range of cell – column	Start the LibreOffice Calc, Identify the parts of Calc, Identify the rows number, column number, cell address, Define the range of cell, Identify row range, column range, row & column range.

		range, row range, row and column range.	
2.	Enter and edit the text in spreadsheet	Different types of data, Entering data – Label, Values, Formula Formula, how to enter formula, Mathematical operators used in formulae, Simple calculations using values and operators, Formulae with cell addresses and operators, Commonly used basic functions in Calc – SUM, AVERAGE, MAX, MIN, Count Use of functions to do calculations.	Demonstrate to enter the text, numeric data in a cell, Identify the label, values and formula in the cell, Demonstrate to enter formula in a cell, Construct the formula using mathematical operators, Identify formulae with cell addresses and operators, Identify the correct syntax of formula, Use the basic functions to perform calculations on data.
3.	Format data in the spreadsheet	Formatting tool, Use of dialog boxes to format values, Formatting a range of cells	Identify the formatting tool, Demonstrate to use of dialog boxes to format values, Demonstrate to format range
		with decimal places, Formatting a range of cells to be seen as labels, Formatting of a cell range as scientific, Formatting a range of cells to display times,	of cells with decimal places, Demonstrate to format a range of cells to labels, Demonstrate to format of a cell range as scientific, Demonstrate to format a range of cells to display time,

		Formatting alignment of a cell range, Speeding up data entry using the fill handle, Uses of fill handle for copying formulae.	Demonstrate to align the cell data range, Demonstrate to create number series using fill handle, Copy formula by dragging the formula using fill handle.
4.	Use Referencing	Concept of referencing, Relative referencing, Mixed referencing, Absolute referencing.	Demonstrate to use Relative referencing in spreadsheet, Demonstrate to use Mixed referencing in spreadsheet, Demonstrate to use Absolute referencing in spreadsheet.
5.	Introduce the types of charts in Calc	Importance of chart in spreadsheet, Types of chart, Example of chart.	List the different types of chart supported by Calc, Illustrate the example of chart in Calc.

Unit 5: Digital Presentation

SN	Learning Outcome	Theory	Practical
1.	Describe the quality of good presentation	Concept of presentation, Elements of presentation, Characteristics of good quality presentation	Identify and list the elements of presentation, List the characteristics of good quality presentation.
2.	Create a presentation	Introduction to presentation software, Starting Impress, Parts of Impress window, Closing Impress, Creating a presentation using template, Selecting slide layout, Saving a presentation, Running a slide show, Save a presentation in PDF, Closing a presentation, Using Help.	Start Impress Identify and name the various components of main Impress window Observe the different workspace views. Create a new presentation using wizard. Run the presentation, Save the presentation, Close the presentation, Demonstrate to use Help in presentation.
3.	Work with slides	Inserting a duplicate slide, Inserting new slides, Slide layout, Copying and moving slides,	Demonstrate to insert a new slide and duplicate slide in a presentation, Change the slide layout,

		Deleting and renaming slides in presentation, Copying, moving and deleting contents of slide, View a presentation, Controlling the size of the view, Workspace views – Normal, Outline, Notes, Slide sorter view.	Demonstrate to copy and move slides in the presentation, Demonstrate to copy, move and delete contents of the slide, Demonstrate to view a presentation in different views.
4.	Format the text in presentation	Formatting toolbar, Various formatting features, Text alignment, Bullets and numbering.	Identify and list the various options in formatting toolbar, Apply the appropriate formatting option to the presentation in Impress, Align the text in presentation, Apply bullets and numbering to the list items in presentation
5.	Create and use table in presentation	Inserting tables in presentation, Entering and editing data in a table, Selecting a cell, row, column, table, Adjusting column width and row height, Table borders and background	Demonstrate the following: Insert table in presentation, Enter and edit data in a table, Select a cell, row, column, table, Adjust column width and row height, Assign table borders and background.

6.	Insert and format image in presentation	Inserting an image from a file, Inserting an image from the gallery, Formatting images, Moving images, Resizing images, Rotating images, Formatting using the Image toolbar, Drawing graphic objects – line, shapes, Grouping and un-grouping objects	Demonstrate to insert an image from file, gallery in presentation, Apply formatting options to image in presentation, Demonstrate to move, resize and rotate images, Apply formatting options of Image toolbar, Drawing line, shapes using graphic objects, Demonstrate to group and un-group objects.
7.	Work with slide master	Slide masters, Creating the slide masters, Applying the slide masters to all slide, Adding transitions.	Create the slide masters, Apply the slide masters to the presentation, Add transitions to presentation.