

DATA ENTRY OPERATOR WITH THE INTRODUCTION OF DTP, V2

Course Name	DATA ENTRY OPERATOR WITH THE INTRODUCTION OF DTP, V2
Course Code	STC-ITE/DEDP/2107, V2
Occupation	Data Entry Operator / Assistant of DTP Operator
Job Description	The individual is responsible for electronic entry of data from various sources into the company's computer system for processing and management of work. The Individual's tasks vary depending on the size and structure of the organization.
Anticipated Volume of Training	390 Hrs (Theory: 90 Hrs + Practical: 180 Hrs) Employability skill: 60 Hrs. OJT: 60 Hrs
Trainees' Entry Qualification	Class 8 pass and pursuing continuous regular schooling, OR Class 8 Pass with 1 year experience, OR Class 8 Pass + ITI, OR Class 10 Pass OR previous relevant qualification of NSQF Level 2 with 1 yr experience
Trainers Qualification	Diploma in Computer Science/ Technology with 2 yrs experience OR BCA / Graduate in any Stream with Computer Application Science.

Structure of Course:

Module No.	Outcome	Theory (Hrs)	Practical (Hrs)	OJT (Hrs)	Total (Hrs)
1	Identify different computer components, install and setup operating system and related software in a computer following safety precautions. ITE/2107/OC1	5	25	0	30
2	Create, edit, format and enhance document using word processing application software, Excel and power point. ITE/2107/OC2	25	35	0	60
3	Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy. ITE/2107/OC3	15	45	0	60
4	Assemble network connections, share/transfer the data through networking system and use computer network including Internet and video conferencing. ITE/2107/OC4	20	40	0	60
5	Create, format, edit and develop images using Adobe Photoshop software. ITE/2107/OC5	25	35	0	60
6	OJT ITE/2107/OC6			60	60
7	Employability skill 60 hrs DGT/VSQ/N0102, v 1.0	60			60
TOTAL:		150	180	60	390

SYLLABUS:

Module No. 1: Identify different computer components, install and setup operating system and related software in a computer following safety precautions.

Theory Content:

Safe working practices

1. Safety rules and safety signs.
2. Types and working of fire extinguishers.
3. Artificial respiration, awareness on accidents.
4. Electrical safety & occupational hazards.
5. Environmental hazards & waste management.

Introduction to Computer components

1. Introduction/ Evolution of computer system. Concepts of Hardware and Software.
2. Function of motherboard components Various Input/ Output devices in use and their features.

Introduction to Windows Operating System

1. Introduction to operating System
2. Main features of Windows OS
3. Concept of various keyboard shortcut commands.
4. Introduction to Notepad, Wordpad, Paint, images, calculator, calendar.
5. Control panel setting; display properties, audio-video settings, printer/ scanner properties, user account management, etc.
6. Introduction to various files and their formats, viz., doc, txt, xls, html, ppt, jpg, mpeg, etc.

Computer basics and Software Installation

1. Introduction to the booting process.
2. Introduction to various types of memories and their features.
3. Types of Application software and Antivirus.
4. Exposure to different types of Typing Software in English.

Practical Content:

1. Visit various sections of the institutes and locate the electrical connections with computer system setup.
2. Identifying safety symbols and hazard identification.
3. Practice safe methods of fire fighting in case of electrical fire.
4. Carry out artificial respiration.
5. Identify computer peripherals, ports, connectors, cables and internal components of a desktop computer and laptop.
6. Identify and record the functionality of various keys on the keyboard and mouse.
7. Practice on Windows interface and navigating windows.
8. Practice on managing files and folders including zipping and unzipping using removable drives.
9. Customize the desktop settings and manage user accounts.
10. View system properties and control panel details.
11. Work with keyboard shortcut commands
12. Print and scan document using different commands
13. Install Windows operating system.

14. Format hard disk and create partition.
15. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc.
16. Configure Bluetooth and wi-fi settings.
17. Practice English language typing with specific typing lesson and software.

Module No. 2: Create, edit, format and enhance document using word processing application software, Excel and power point.

Theory Content:

Word Processing Software

1. Introduction to the various applications in MS office.
2. Introduction to Word features, Office button, toolbars.
3. Creating, saving and working with objects, macro, mail merge, templates & other tools in Word.

Excel Application

1. Introduction to Excel features and Data Types.
2. Cell referencing and linking Sheets. .
3. Introduction to various functions in all categories of Excel.
4. Concepts of sorting, filtering and validating data. .
5. Analyzing data using charts, data tables, pivot tables, goal seek and scenarios.
6. Concept of field, records, tables.
7. Exposure to different types of Typing Bengali/Regional Language.

Image Editing

1. Introduction to the properties and editing of images.
2. Introduction to different formats of images and their uses.

Power Point Presentation

1. •Introduction to Power Point and its advantages.
2. Creating Slide Shows with different features.
3. Types of ppt templates for different applications. Good presentation technique.

Practical Content:

1. Open MS Word and familiarize with basic word components.
2. Edit document using basic formatting tools.
3. Practice Inserting and formatting tables and other objects.
4. Work with Page layout settings and printing documents.
5. Use templates, autocorrect tools, and record.
6. Use Mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label & Envelop printing using Mail Merge.
7. Use Table of Context, Indexing, Hyperlink, Bookmark, Comment, equation, symbols, citation, cross-reference, footnote, translate, synonyms, thesaurus, spell check & grammar, compare etc.
8. Practice of using shortcut keys & using macro for creating shortcut.
9. Practice English language typing with specific typing lesson and software.
10. Open MS Excel and familiarize with basic application components.
11. Practice creating, saving and formatting excel sheets.

12. Use absolute and relative referencing, linking sheets, conditional formatting etc.
13. Practice Excel functions of all major categories i.e. Financial, Logical, Text, date & time, Lookup, Math, Statistical etc.
14. Use various data types in Excel, sorting, filtering and validating data.
15. Create and format various static and dynamic charts.
16. Practice Importing & exporting excel data.
17. Perform data analysis using “what if” tools, Pivot Table.
18. Record and execute a macro.
19. Modify Excel page setup and printing.
20. Execute simple projects using Excel & Word.
21. Practice English language typing with specific typing lesson and software.
22. Practice typing in Bengali or any one regional language with specific typing lesson and software.
23. Practice editing of images in windows Paint using different tools and available options.
24. Editing images/photos using Picture Manager Application.
25. Practice typing in English or any one regional language with specific typing lesson and software.
26. Open power point presentation and familiarize with basic application components.
27. Create Slide shows, Insert picture and theme.
28. Add new slide, format text, link with word and excel documents.
29. Practice animating slide transitions and objects.
30. Create slide shows by inserting audio & video and synchronize with presentation.
31. Modify slide page setup and print the slides.
32. Practice typing in English or any one regional language with specific typing lesson and software.

Module No. 3: Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy.

Practical Content:

1. Practice typing in English or any one regional language with specific typing lesson and software.

Module No. 4: Assemble network connections, share/transfer the data through networking system and use computer network including Internet and video conferencing.

Theory Content:

Networking Concepts

1. Introduction to Computer Networks, Necessity and Advantages.
2. Client Server and peer to Peer networking concepts.
3. Concept of Proxy Server and proxy firewall server.
4. Introduction to LAN, WAN and MAN.
5. IP address and Introduction to its relevance to PC/ Network.

Internet Concepts

1. Introduction to www, Concept of Internet, Web Browsers, internet servers and search engines.

2. Concepts of Domain naming Systems and E mail communication.
3. Concept of data transfer techniques through cable/ wireless modes.
4. Introduction to various mobile apps and their functions.
5. Different remote access softwares and their uses.
6. Overview of QR Codes for data transfer, storage and its applicability.
7. Features, uses and advantages of google drive/ cloud, google sheets, google forms etc.
8. Method of Remote access of computers using Team viewer software.
9. Introduction to secured online banking mechanisms, various modes of payments, cash transactions and associated mobile apps.

Practical Content:

1. View Network connections.
2. Browse the Internet for information (use at least 3 popular browsers).
3. Create and use e-mail for communication with attachment, priority setting, address book.
4. Use online dictionary, translation software, storage space, share files with e-mail links, download manager, download & upload YouTube files, google map & earth etc.
5. Update windows & other softwares.
6. Set up video conferencing using software/ apps like ZOOM, skype, google etc., explore and practice different features.
7. E Mail configuration through internet.
8. Convert different files to other required formats viz. word, pdf, jpg, etc.
9. Secure different files with passwords.
10. Setup, configure and Transfer/share data from mobile/mobile apps such as WhatsApp to computer through cables/ wireless modes.
11. Practice mirror casting of screens between different devices.
12. Scan QR Codes for data transfer and storage.
13. Transfer/ share data from computer to google drive/ cloud.
14. Practice preparing of google sheets, google forms and sharing for data processing.
15. Setup and link computers for remote access using softwares like remote desktop sharing/ Team viewer software/any desk.
16. Observe Video Demonstration of online/ internet banking transactions using associated mobile apps.

Module No. 5: Create, format, edit and develop images using Adobe Photoshop software.

Theory Content:

1. Different types of images – pixel and vector – their properties and differences.
2. Introduction to the measurement of picture quality – resolution of picture and their quality depending upon the resolution.
3. Define the colour property of picture – Tonal Value, Tonal gradation, Continuous tone and Half tone.
4. Introduce highlight, middle tone and shadow area of image.
5. Discuss the property of various image file format.
6. Discuss the relation between pixel density and size of the image.
7. Introduce different tools and menus available in Photoshop.

Practical Content:

1. Open Adobe Photoshop and familiarize with basic screen component of opening screen of Photoshop Windows.
2. Practice creating new canvas using existing canvas size, save it and again open
3. Create new layers by Open Adobe Photoshop and familiarize with basic screen component of opening screen of Photoshop Windows.

Module 6: OJT

Outcome: Work in real job situation with special emphasis on basic safety and hazards in this domain

Practical Content:

Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for **60 Hours.**)

Module 7 : Employability Skills***Key Learning Outcomes*****Introduction to Employability Skills**

Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship

Duration: 1.5 Hours

3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
7. Describe the benefits of continuous learning.

Basic English Skills

Duration: 10 Hours

8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone

9. Read and interpret text written in basic English
10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting

Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills

Duration: 5

Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion

Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy

Duration:5

Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills

Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship

Duration: 7

Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service
Hours

Duration: 5

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs

Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Learning Outcome – Assessment Criteria

Module No.	Outcome	Assessment Criteria
1	Identify different computer components, install and setup operating system and related software in a computer following safety precautions.	<p>After completion of this module students will be able to:</p> <p>1.1 Identify different computer components</p> <p>1.2 Install and setup operating system</p> <p>1.3 Install related software in a computer following safety precautions.</p>
2	Create, edit, format and enhance document using word processing application software, Excel and power point.	<p>After completion of this module students will be able to:</p> <p>2.1 Identify Word tools in the Ribbon.</p> <p>2.2 Create a resume using various tools</p> <p>2.3 Demonstrate the use of shortcut keys autocorrect and macros</p> <p>2.4 Perform Mail merge in MS Word</p> <p>2.5 Create tables, chart and print</p> <p>2.6 Perform sorting, filtering and what-if-analysis</p> <p>2.7 Prepare a pivot table and chart on any existing table.</p> <p>2.8 Identify Paint tools in the ribbon</p> <p>2.9 Edit given image in windows Paint</p> <p>2.10 Edit images with Office Applications</p> <p>2.11 Create power point Slides and run slideshows</p> <p>2.12 Format objects, add Audio and Video</p> <p>2.13 Animate slide transitions and objects</p> <p>2.14 Modify slide page setup and print the slides</p>

SYLLABUS

Module No.	Outcome	Assessment Criteria
3	Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy.	After completion of this module students will be able to: 3.1 Demonstrate English typing with required speed and accuracy 3.2 Demonstrate Hindi/Regional language typing with required speed and accuracy
4	Assemble network connections, share/transfer the data through networking system and use computer network including Internet and video conferencing	After completion of this module students will be able to: 4.1 Identify different cables and connectors used in networking 4.2 Set up network connections and check connectivity 4.3 Demonstrate Web Browsing, creation of E-Mail ID and sending receiving mails 4.4 Setup Video conferencing 4.5 Transfer/share data from mobile/mobile apps to computer through cables/ wireless modes 4.6 Scan QR Codes for data transfer and storage 4.7 Perform text chat and video chat using social networking sites 4.8 Share/ Transfer data from computer to google drive/ cloud 5.9 Prepare google sheets, google forms and share for data processing
5	Create, format, edit and develop images using Adobe Photoshop software	After completion of this module students will be able to: 5.1 Create and edit images for both print and web 5.2 Format images 5.3 Develop images
6	OJT	Assessor will check report prepared for this component of Practical training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)
7	Employability Skill	As per guided curriculum

List of Tools, Equipment & materials needed for 30 Trainees:

LIST OF TOOLS & EQUIPMENT			
DESKTOP PUBLISHING OPERATOR (for batch of 30 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
A. Trainees Tools/ Equipment			
1.	Desktop Computer	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch. Licensed Operating System and Antivirus compatible with trade related software.	12nos. (For Trainee) + 1 no. for Instructor
2.	Laptop	4 th Gen Ci5 or higher Processor, 4GB RAM, 1TB Hard Disk, Win8/latest reloaded Licensed OS, 2GB Graphic Card, DVD Writer, Standard ports and connectors.	1 no.
3.	Wi-Fi Router	With wireless connectivity	1 no.
4.	Switch	16 port	1 no.
5.	Structured Cabling in Lab	To enable working with wired networks for practical	As required
6.	Internet Connectivity	Broadband connection with min. 2 mbps speed	As required
7.	Laser Printer	Colour A4 Size	1 no.
8.	Digital Flexographic Printer	Colour	1 no.
9.	Optical Scanner	Flatbed A4	1 no.
10.	Digital Still Camera	High resolution amateur camera	1 no.
11.	Digital Web Cam	High Resolution(3.1 mp or higher)	4 nos.
12.	Micro Phone Cum Head Phone	Wired	5 nos.
13.	External DVD or Blu-Ray Writer	24X or higher external (usb)	2 nos.
14.	LCD Projector	3000 lumens or higher	1 no.
15.	Projector Screen	Matte(antiglare) screen roll type	1 no.
16.	Offline UPS	625 VA or Higher	13 nos.
17.	External Hard Disk	1 TB	1 no.
18.	Network Rack	4U for 24 port	1 no.
19.	Screw Driver Set	Standard	1 set
20.	Mini Dongle for Bluetooth Devices Connection	USB	2 nos.
21.	Patch Panel	24 Port	1 no.
22.	LAN Tester	UTP cat5 cable tester (RJ 45)	1 no.
23.	Binding Machine	Spiral Binding Machine A4 size	1 no.

B. Software (Latest Version)			
24.	MS Office	2010 (professional) or the latest version available at the time of procurement	13 Licenses
25.	Antivirus for – clients/ workstations in profile	Validity of an year or more which should be renewed upon expiry	13Licenses
26.	Adobe Photo Shop	Version CS 6 or the latest version available at the time of procurement	13 Licenses
27.	Regional Language Software	Ileap / Swarna Type Manager/ Any Other Bilingual Software	13 Licenses
28.	Open Office or equivalent	Latest version	Open source software
29.	GIMP / Infra View Image editor or equivalent	Latest version	Open source software
C. List of Other Items/ Furniture			
30.	Vacuum Cleaner	Hand Held, Blower &Sucker	1 no.
31.	Pigeon Hole Cabinet	20 compartments	1 no.
32.	Chair and table for the instructor	With armrest mounted on castor wheels, adjustable height/Standard	01 each(for class room & laboratory)
33.	Dual Desk or Chair and Tables for Trainees	Standard	12/ 24nos.
34.	Computer Table	Laminated top 150X650X750 mm with sliding tray for keyboard and one shelf of storage	13nos.
36.	Operators Chair	Without arms mounted on castor wheels, adjustable height	24nos.
37.	Printer Table	650X500X750 mm can be varied as per local specifications	03nos.
38.	Air Conditioner		As required
39.	Storage Cabinet	60X700X450mm	01no.
40.	White Board	Minimum 4X6 feet	01 no.
41.	Steel Almirah	2.5 m x 1.20 m x 0.5 m	01 no.
D. Raw Materials			
42.	White Board Marker	Assorted colour	As required
43.	Duster Cloth	2’/2’	As required
44.	Cleaning Liquid	500 ml	As required
45.	Photo Copy Paper	A4	As required
46.	Matt Coated Paper	A4, at least 130 GSM	As required
47.	Glossy Paper	A4, at least 130 GSM	As required
48.	Cartridges for Printer	Colour/monochrome as per model of the printer	As required
49.	Stapler	Small	2 pcs.
50.	Stapler	Big	1 pc.
51.	Scissors	Standard Size	5 pcs.

SYLLABUS

52.	Cello Tape	½” and 1”	As required
53.	Glue Stick	Standard size	6 nos.
54.	Pen drive	16 GB or higher	2 nos.
55.	CDs	52x or higher	50 nos.
56.	DVDs	4.7GB or higher	50 nos.
57.	Wall Clock	Analog	1 no.
58.	Optical Mouse	USB/PS2	As required
59.	Keyboard	USB/PS2	As required
60.	Battery	CMOS Batteries	As required
61.	Chord	3 Pin Power Chord	As required
62.	Battery for LAN tester	9 V	As required
63.	Battery	AA	As required
64.	Battery	AAA	As required

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks	Total OJT marks
Identify different computer components, install and setup operating system and related software in a computer following safety precautions.	ITE/2107/OC1	10	110	0
Create, edit, format and enhance document using word processing application software, Excel and power point.	ITE/2107/OC2	40	130	0
Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy.	ITE/2107/OC3	30	140	0
Assemble network connections, share/transfer the data through networking system and use computer network including Internet and video conferencing.	ITE/2107/OC4	30	140	0
Create, format, edit and develop images using Adobe Photoshop software.	ITE/2107/OC5	40	130	0
OJT	ITE/2107/OC6	0	0	150
Employability Skills – 60 Hrs	DGT/VSQ/N0102	50	0	0