

Format for syllabus development of
Skill development course

V50001077

Title of course- Domestic Data Entry Operator	
Nodal Department of HEI to run course	Computer Science
Broad Area/ Sector-	IT
Sub Sector-	Computer Basic
Nature of course - Independent/ Progressive	Independent
Name of suggestive Sector Skill Council	IT ITES SECTOR SKILL
Aliened NSQF level	
Expected fees of the course - Fee/Paid	
Stipend to student expected from industry	
Number of Seats -	60
Course Code -	Credits- 03 (1 Theory, 2 Practical)
Max Marks-100..... Minimum Marks.....	
Name of proposed skill Partner (Please specify, Name of industry, company etc.)for Practical/ training/ internship/ OJT	
Job prospects- Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify, Name of industry, company etc.)	COMPUTER OPERATER

Syllabus

Unit	Topics	General/ Skill component	Theory/P ractical/O JT/Intern ship/Trai ning	No. of theory hours (Total- 15 hours = 1 credit)	No of skill Hours (Total- 30Hours= 2credit)
I	Introduction of Computer Component of Computer System. CPU, Keyboard & Mouse, Other Inputs/Outputs Devices, Computer, hardware and software.	General	Theory	2 hours	Nil
II	Memory & Operating System: Internal memory. External Memory, Storage Devices, Hard Disk, Portable Storage, Introduction of operating System.	General	Theory	2 hours	Nil
III	Word Processing: Word processing basics, opening and closing of documents, text creation and manipulation, Formatting of text, Table handing, Spell Check; language setting and treasures, printing of word document. Edit, View, Insert, Format, Tool menus.	Documentati on, Create text file	Theory & Practical	3 hours	12 hours
IV	Spread Sheet: Basics of Spreadsheet, Manipulation of Cell, Formula and functions, editing of spread sheet, printing of spread sheet, Edit, View, Insert, Format, Tool menus.	Data interpretatio n/ Statistical work	Theory & Practical	3 hours	10 hours
V	Presentation : Basic of Presentation Software, Preparation & Presentation of sliders, Slide Shows, Changing fonts, Adding Symbols, Using clip Art Gallery, Animate text, and Graphics Object.	Project/ work presentation	Theory & Practical	2 hours	06 hours
VI	Internet: Basic of computer network, Application of internet, Connecting to internet, Web Browser, Safe Browsing, Understanding, URL., Using E governance websites, Emails: Basic of Electronic Mail, Getting an Email Account, Sending and Receiving Mails.	Web search/Emai l/ Online Shopping/ Online Banking	Theory & Practical	3 hours	2 hours

Suggested Reading :

1. Absolute Beginner's Guide to Computer Basics by Michael Miller.
2. Computer Basics by G. Manjunath.
3. Computer Fundamentals by Priti Sinha.
4. Fundamental of Computer by V. Rajaraman & Neelarika Adabala

Suggested Digital Platforms/web links for reading-

1. <https://eskillindia.org>
2. <https://nsdeindia.org>
3. <https://nsdeindia.org/skillcentres>
4. <https://www.geeksforgeeks.org/>
5. <https://www.ugc.ac.in/skill/SectorReports.html>

Suggested OJT/Internship/Training/Skill partner

Suggested Continuous Evaluation Methods: Internal Examination & External Examination

Course Pre-requisites:

- To study this course student must have the subject computer in class 12th

Suggested equivalent online courses:

Any remarks/ suggestions:

- The authority of conducting and evaluating the external examination of the skill development course may be given either to the skill partner or the college itself

Notes:

- Number of units in Theory/ Practical may vary as per need
- Total credits/ semester-3 (it can be more credits, but students will get only 3 credit/ semester or 6 credits/ year
- Credits for Internship/OJT/ Training/Practical=02 (Training Hours = 30)