

Training Schedule

Data Entry Operations (632)

(Theory 40 hrs, Practical- 80 hrs)

S.No	Schedule	Topic Name	Instructions to the trainer (Theory)	Instructions to the trainer (Practical)	Learning Outcomes
1	Day 1	Introduction to Data entry (5 hours (Th) +0 Practical)	<ul style="list-style-type: none"> Identify and explain data around us such as video, audio, images Highlight the importance of data and data entry operator. List the business domain that needs data entry operation. 		<ul style="list-style-type: none"> Identify the skill required for data entry operator
2	Day 2	Introduction to Data processing (4 hrs (Th) + 1 hr Practical)	<ul style="list-style-type: none"> Through example such as railway ticket, identify entity and value. Using the above example of a Railway Reservation System identify, input, process, output. Explain the importance of report generation. Introduce various softwares to enter data. 	<ul style="list-style-type: none"> Perform an activity to differentiate between data and information 	<ul style="list-style-type: none"> Identify the software for entering data.
3	Day 1	Basics of Computer (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> Demonstrate the parts of a computer Categorize the hardware as I/O processing and storage Differentiate between primary and secondary memory 	<ul style="list-style-type: none"> Demonstrate storage of files on various devices such as pen drive, CD/DVD, cloud (you can use Google drive). Show various wire connections and explain troubleshooting in case of a loose or unplugged wire of a device. 	<ul style="list-style-type: none"> Store files on various devices
4	Day 2	Basics of	<ul style="list-style-type: none"> Highlight the importance of 	<ul style="list-style-type: none"> Demonstrate 	<ul style="list-style-type: none"> Install any

		Computer (1 hr (Th) + 4 hrs (Pr))	safeguarding the computer from virus attack.	installation of any software. <ul style="list-style-type: none"> • Demonstrate preventive measure to protect system from virus and unknown access. 	software <ul style="list-style-type: none"> • Protect system from unauthorised access
5	Day 1	Operating System (1 hr (th) + 4 hrs (Pr))	<ul style="list-style-type: none"> • Switch on the computer system and help learners to differentiate between system software and application software. 	<ul style="list-style-type: none"> • Show various system icons on the desktop. • Demonstrate creation of folders files. • Demonstrate moving / copying files and folders to another location. • Demonstrate rename, delete and restore a file from the recycle bin. 	<ul style="list-style-type: none"> • Work on operating system
6	Day 2	Data capturing technologies (1 hr (Th) + 4 hrs (pr))	<ul style="list-style-type: none"> • Highlight the importance of data capturing and various tools that are used to capture data. 	<ul style="list-style-type: none"> • Demonstrate the use of mobile as a capturing device. 	<ul style="list-style-type: none"> • Capture data using devices
7	Day 1	Basics of Word processing (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> • Highlight the situations where document needs to be created using a word processor. • Explain various features of word processor. 	<ul style="list-style-type: none"> • Demonstrate creating, saving opening and printing a document. 	<ul style="list-style-type: none"> • Create documents
8	Day 2	Basics of Word processing (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> • Explain the use of cloud services (Google docs, forms) 	<ul style="list-style-type: none"> • Create Google docs and forms. 	<ul style="list-style-type: none"> • Work on Google docs
9	Day 1	Formatting documents (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> • With the help of a magazine explain the various formatting options. • Highlight the importance of correctness of a document 	<ul style="list-style-type: none"> • Locate figures and tables and explain their placements and formatting 	<ul style="list-style-type: none"> • Format a document

			with respect to Spelling and Grammar feature.	options.	
10	Day 2	Formatting documents (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> ● Explain the importance of reviewing a document and then track changes. ● Demonstrate how to accept and reject the changes in the reviewed document. 	<ul style="list-style-type: none"> ● Demonstrate how to Insert table and pictures in a document ● Insert comments. 	<ul style="list-style-type: none"> ● Review the document and add comments in it.
11	Day 1	Mail merge (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> ● Using an example of a promotion letter to be sent to many recipients, explain the mail merge feature. ● With the help of example of an event like wedding card, event invitations explain mailing labels and envelops. 	<ul style="list-style-type: none"> ● Identify data source, main text document and merged document. 	<ul style="list-style-type: none"> ● Merge main document with data source
12	Day 2	Basic of spreadsheet (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> ● Using the example of calculating expense to conduct a workshop <ul style="list-style-type: none"> ○ State the advantages and explain the usage of spreadsheet 	<ul style="list-style-type: none"> ● Demonstrate the insertion of cell, row and column in a worksheet. 	<ul style="list-style-type: none"> ● Work on spreadsheet
13	Day 1	Formatting worksheet (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> ● Using the example of a desk calendar explain the various formatting options in a spreadsheet. 	<ul style="list-style-type: none"> ● Using format painter, copy the style and apply it to other cells. ● Demonstrate grouping cells and applying filter to the data 	<ul style="list-style-type: none"> ● Format spreadsheet
14	Day 2	Formatting worksheet (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> ● Highlight the importance of pivot table and demonstrate the creation of a pivot table 	<ul style="list-style-type: none"> ● Demonstrate the use of filter data in a sample table in the spreadsheet. 	<ul style="list-style-type: none"> ● Filter the data according to the criteria.
15	Day 1	Formulas, functions and charts (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> ● Distinguish between presentation of data in a tabular form and using charts. 	<ul style="list-style-type: none"> ● Demonstrate the use of functions and formulas to 	<ul style="list-style-type: none"> ● Insert functions, formulas and charts in spreadsheet.

				perform quick calculation. • Demonstrate creation of charts.	
16	Day 2	Presentation (1 hr (Th) + 4 hrs (Pr))	• Discuss the use of presentation software. • Explain the GUI of the presentation software.	• Using an example demonstrate the following <ul style="list-style-type: none"> - Insert a new slide - Apply design - Use animation - Slide transition 	• Create presentation and apply animation
17	Day 1	Presentation (1 hr (Th) + 4 hrs (Pr))	• Use different views and find the difference among the views.	• Create presentation on any topic. • Reorder the slide and see the difference. • Hide / unhide slides	• Create presentation and use different views for changing the order of the slides / presenting to the audience.
18	Day 2	Introduction to Database (1 hr (Th) + 4 hrs (Pr))	• Discuss role of databases using the example of a bank. • Explain how an ER diagram is created and mapped into table in a DBMS.	• Demonstrate the DBMS components. • Demonstrate SQL queries to retrieve records.	• Write queries to retrieve records
19	Day 1	Introduction to Database (2 hr (Th) + 3 hrs (Pr))	• Explain the purpose of queries and write simple queries	• Using SQL queries ask learners to store and retrieve records. • Create reports using data.	• Create reports
20	Day 2	Internet & Email (1 hr (Th) + 4 hrs (Pr))	• Discuss the application of internet. • Using search engine, explain how to search information	• Show video to explain internet and its basics. • Demonstrate	• Connect to Internet

				the process of connecting to the internet.	
21	Day 1	Internet & E-mail (1 hr (Th) + 4 hrs (Pr))	<ul style="list-style-type: none"> ● Explain cyber ethics. ● Discuss the use of social media in business. ● Explain digital footprints. 	<ul style="list-style-type: none"> ● Demonstrate creation of e-mail id. ● Send / receive an e-mail 	<ul style="list-style-type: none"> ● Create an e-mail account
22	Day 2	Online platform (4 hour (th) + 1 hr (Pr))	<ul style="list-style-type: none"> ● Explain the importance of lifelong learning. ● Highlight the advantage of e-learning. ● Explain e-commerce. ● Discuss the various methods of online banking payment methods that students are aware of ● Explain the e-banking methods. 	<ul style="list-style-type: none"> ● Demonstrate the process of assessing secured website to ensure secure information. 	<ul style="list-style-type: none"> ● Identify the secured website
23	Day 1	Workplace practices (2 hr (Th) + 3 hrs (Pr))	<ul style="list-style-type: none"> ● Highlight how an efficient employee can contribute to the organization and enjoy his / her workplace. ● Explain work ethics and good workplace practices by using brainstorming methodology. 	<ul style="list-style-type: none"> ● Conduct a role play to demonstrate communication skills. ● Use case studies to explain how to plan and use available resources. ● Create groups and have a group discussion on causes of stress and managing stress. 	<ul style="list-style-type: none"> ● Follow work ethics ● Manages work place stress effectively
24	Day 1	Project (5 hours (Pr))		<ul style="list-style-type: none"> ● Give some data in spreadsheet, add ask learners to add relevant charts, create presentation according to the data given, 	<ul style="list-style-type: none"> ● Work on word processing software, spreadsheet software, presentation software and send the work

				<p>and also ask them create a document about that with proper formatting. The document and the presentation should be sent by e-mail to the centre.</p>	by e-mail.
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