

Program : Diploma in Commercial Practice	
Course Code : 4147	Course Title: Data Entry Operations I
Semester : 4	Credits: 1.5
Course Category: Program Core	
Periods per week: 3 (L:0, T:0, P:3)	Periods per semester: 45

Course Objectives:

- To familiarize the students with the fundamentals of computer, operating system, word processing in MS word.
- To enable students to format documents using MS word and familiarize with mail merge.

Course Prerequisites:

Topic	Course code	Course name	Semester
Fundamental knowledge in formatting and editing documents.		Word Processing (open office writer based)	1 & 2

Course Outcomes:

On completion of the course, the student will be able to:

CO n	Description	Duration (Hours)	Cognitive Level
CO1	Apply the fundamental knowledge of computer.	6	Applying
CO2	Identify desktop elements.	10	Applying
CO3	Build the basics of Word Processing using MS Office.	12	Applying
CO4	Make use of MS Word tools in the formatting of documents and in mail merge.	15	Applying
	Series Test	2	

CO - PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3						
CO2				3			
CO3				3			
CO4				3			

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Apply the fundamental knowledge of computer.		
M1.01	Explain Input and Output Devices, Memory - PrimaryMemory (RAM, ROM) Secondary Memory	2	Understanding
M1.02	Illustrate System software, application software and operating system	2	Understanding
M1.03	Outline Computer Languages; Compiler, Assembler and interpreter	2	Applying
Contents: Features and applications of system Hardware and Software - Identification and using different Input Output devices - Primary Memory - Secondary Memory - System Software - Application Software - Functions of Operating System - DOS - Windows - Linux - Advantages and applications of Windows - Different type Computer Languages - Compiler - Assembler - Interpreter.			
CO2	Identify desktop elements.		
M2.01	Identify File and folder-based operations, recycle bin.	2	Applying
M2.02	Plan changing system settings.	3	Applying
M2.03	Utilize file management, windows explorer.	2	Applying
M2.04	Develop knowledge in the installation of software.	3	Applying
	Series Test - I	1	
Contents: Identify File and folder-based operations: Recycle bin - System Settings - File management - Windows explorer - Installation procedure for various software.			

CO3	Build the basics of Word Processing using MS Office.		
M3.01	Utilize MS- Word Window Elements, Setting page layout - margins, orientation, size, columns, colour, border.	2	Applying
M3.02	Apply Insert - picture, shapes, smart art, clip art, header & footer, text box, Links and Word Art.	5	Applying
M3.03	Develop table, table operations -insert and delete rows and columns, split and merge rows columns. Track changes. Develop Key depression speed.	5	Applying

Contents:

MS WORD:Features and advantages- New documents - Opening -Creating - Saving - Quitting- Cursor Control - Navigation - Various Tool bars - Page Layout - Margins - Page Orientation - Size - Columns - Page Colour- Page Border - Page Break - Watermark - Insert Picture - Resize - Rotate - Move -Colouring, Shading, 3 D effects - Wrapping - Insert Shapes - Smart Art - Clip Art - Insert Header & Footer - Text Box - Word Art - Table formation - Insert Table - Rows - Columns - Merge Cells - Split Cells/ Tables - Text Direction - Quick Tables -Table Properties - Track Changes - Accept Changes - Reject changes - Balloons - Reviewing Pane - Speed practice @ 30 wpm (150 Keystrokes).

CO4	Make use of MS word tools in the formatting of documents and in mail merge.		
M4.01	Apply working with text - formatting paragraphs, bullets and numbering.	3	Applying
M4.02	Solve spelling and grammar, thesaurus, auto correct and auto formatting.	2	Applying
M4.03	Make use of mail merge -create or open an existing document formailmerge, create a data source, edit data source, inserting merge fields and merge. Develop key depression speed @ 40 wpm (200 Keystrokes/minutes).	4	Applying
M4.04	Open Ended Experiments.	6	Applying
	Series Test - II	1	

Contents:

Working with Text: Formatting Text - Bold, Italic, Underline - Text Highlight Colour- Superscript, Subscript - Formatting Paragraphs - Paragraph Alignments - Indent & Spacing - Insert Bullet and Numbering - Spelling and Grammar - Thesaurus - Auto correct and Auto formatting - Mail Merge - Create or open an existing document for Mail merge - create a Data source - Edit Data source - Inserting merge fields and merge - Greeting Line - Match Fields. Speed practice @ 40 wpm (200 Keystrokes/minutes).

Text / Reference:

T/R	Book Title/Author
T1	N Saravanan & D. Shanthi. Computer Fundamentals with MS Office Applications, SCITECH Publications.
R1	Navaneeth Mehra & Anupam Jain. Exploring Computer Fundamentals MS office.
R2	Gray B. Shelly & Misty E. Vermaat. Discovering Computers and Microsoft Office Fundamental Combined Approach.
R3	Laura Story & Dawna Walls. Microsoft office fundamentals.
R4	Bittukumar. Mastering MS Office. V & S publishers.

Online Resources:

Sl.No	Website Link
1	https://edu.gcfglobal.org/en/subjects/office/
2	https://www.homeandlearn.co.uk/
3	https://study.com/articles/List_of_Free_Online_Data_Entry_Courses_and_Lessons.html