

Syllabus & Course content for O-Level A/B/C Course

O - LEVEL COURSE (A)

Course Name : Data Entry Operator / Office Data Coordinator / Personal Assistant

Objective : To prepare a student with skills with will complement his main stream working (like Marketing executive, Personal Assistant, Office Coordinator, Purchase Assistant / Officer) or Self Employment as Data Entry Operator, Cyber Cafe Operator etc.

Duration : 144 Hours

Eligibility : Standard 10th Pass under 10+2 System with English as one of the subject.

Content : Introduction to Computers, DOS, Windows 2000, MS Office-2000 (Word , Excel , Power Point & MS Access), Introduction to Internet and Email Services.

Sr. No.	Name of Topics	Duration
1	Computer Architecture and Fundamentals	10 Hrs.
2	Operating Systems & MS-DOS	10 Hrs.
3	MS Windows 2000 O.S.	14 Hrs.
4	Microsoft Office-2000	02 Hrs.
5	Microsoft Word-2000	26 Hrs.
6	Microsoft Excel-2000	28 Hrs.
7	Microsoft Access-2000	28 Hrs.
8	Microsoft Power-Point-2000	12 Hrs.
9	Internet Essentials Email & Outlook Express	14 Hrs.
Total		144 Hrs.

Introduction to Computers

- Computers in Our World
- Introduction
- Necessity is the Mother of Invention
- Capabilities of a computer
- Classification of Computer
- Application of Computers
- Generation of computers
- Addition Reading
- Brief History of Computers
- Computers and Hardware
- Computer System
- Input/Output Devices
- Central Processing Unit abbreviated(CPU)
- Brief Introduction to Memory
- In Computers Everything is Binary
- Input Data : Sources & Concepts

- Keyboard
- Graphical Input Devices
- Those using Special Sensitivity
- Those which senses Magnetic Ink
- Industrial Robots
- Output Devices and storage devices
 - ◆ Why output is needed
 - ◆ Monitor
 - ◆ Printers
 - ◆ Impact
 - ◆ Non-impact Printers
 - ◆ Plotters
 - ◆ Storage Device
 - ◆ Primary Devices
 - ◆ Secondary Devices
 - ◆ Magnetic Disks
 - ◆ Those mounted in the computer
 - ◆ Those which can be removed and used on various machines

- Computer Software & Data Communication
 - ◆ Computer Software
 - ◆ Application Software & System Software
 - ◆ Computer and Data Communication
 - ◆ Advantages of Data Communication
 - ◆ concept of network
 - ◆ Classification according to the area covered by network
- Operating System
 - ◆ Introduction to Operating System
 - ◆ Booting Procedure
 - ◆ Types of Files
 - ◆ DOS PROMPT
 - ◆ Introduction to Dos Commands
- Understanding DOS-I
 - ◆ Internal DOS Commands
 - ◆ Wild Card Character in Dos
 - ◆ Directory Related Commands
 - ◆ File Related Commands
- Understanding DOS II
 - ◆ External DOS Commands AND Utilities
- Filters & Redirection
 - ◆ Redirection
 - ◆ Input Redirection of a command
 - ◆ Filter Commands
 - ◆ Connecting Pipe
 - ◆ Combining Redirection and Filters
- Batch files
 - ◆ Techniques of batch Files
 - ◆ Create your first batch file
 - ◆ Suppressing of On-screen display of commands
 - ◆ Decision making with Batch files

Operating System - MS DOS

Importance of an Operating System
A Guarantee to an Instant Start on MS-DOS
Getting Started on DOS with Booting the System
MSDOS.SYS
Command COM
Telling DOS the Date and Time
Concepts Review
Getting and Interpreting a Directory
Making use of Pause Key to freeze scrolling
Getting a Printed Copy of a Directory
Using Wild Card Character
What is a Wild Card Character ?
Concepts Review
Making use of Hierarchical Directories
What are Hierarchical Directories ?
Hierarchical Directory System
Making use of MKDIR or MD command
Making use of CHDIR or CD command
Making use of the RMDIR or RD command
Concepts Review
Copying commands
Copy command
Copy Source file Destination file
Disk copy source Destination
Concepts Review
Displaying the file contents
Syntax
Type Filename
Print Filename(s)
DEL Filename(s)
Erase Filename(s)
Formatting Disks
FORMAT <DRIVE:>/<SWITCHES>
Renaming Files
Rename Original Filename New filename
Clearing the Screen
Displaying the Version Number
VER
Find
Sort Filename

INTRODUCTION TO WINDOWS 2000

Introduction to Operating System
What is an Operating system ?
Why is it required ?
What are the types of an Operating System ?
What are the functions of an Operating System ?
Terms often used for Windows 2000
Introduction to Windows 2000
Specialties of Windows 2000
Terms often used in Windows 2000

TASKBAR - WHAT IS GOING ON ?

- What is the Taskbar ?
- What are its functions ?
- Launching of applications with help of Launching Pad
- Explanation of title bar and buttons
- Switching between applications
- Changing the size and position of the Taskbar
- Properties of the Taskbar

DESKTOP - HOW DO I LOOK ?

- Introduction to the Desktop
- Main Icons on the Desktop
- Properties of the Desktop

AN APPLETT TEMPORARILY KEEPS APPLICATIONS AWAY

- what does an Applet mean ?
- Different Applets under Windows 2000
- Clipboard Viewer
- Character Map
- Calculator
- Clock
- Games
- Media Player
- Paint
- Sound Recorder
- WordPad & Notepad

RECYCLE BIN - FLUSHING IS REQUIRED

- Introduction to Recycle Bin
- Working with Recycle Bin
- Properties of Recycle Bin

MY BRIEFCASE - TAKE ME HOME

- What is Briefcase in Windows 2000 ?
- Linking files from the main computer to the laptop
- Copying back the updated files

WINDOWS EXPLORER-NOTHING IS HIDDEN FROM ME

- Two modes in which Windows Explorer works
- My Computer
- Windows Explorer
- File Management Tools under Windows Explorer

NETWORK NEIGHBORHOOD-LOVE THY NEIGHBORS

- Introduction
- Network Neighborhood in Open window
- Network Neighborhood in Explore window
- Sharing
- Sharing of files and folders
- Sharing of hard disk
- Sharing of Printers
- Connecting a device temporarily

CONTROL PANEL-MY TOOL KIT

- Introduction to Control Panel
- Tools under Control Panel
- Accessibility Options
- Add new Hardware
- Add Remove Programs
- Date/Time

- Display
- Fonts
- Keyboard
- Mouse
- Multimedia
- 32bit ODIALOG BOXC
- Passwords
- Printers
- Regional Settings
- Sounds

SHORTCUTS-SHORT BUT STRONG CUTS

- What are shortcuts ?
- Creating a shortcut on the Desktop
- Creating a shortcut in the Start menu
- Short-cut for Send To
- Properties of short-cut

IN-BOX LET'S TALK WITH THE WHOLE WORLD

- At a glance :
 - Introduction to In Box
 - Sending & Receiving e-mail
 - Sending & Receiving Fax

MULTIMEDIA-SINGING ALL THE WAY

- What is a multimedia ?
- Playing of a CD with CD Player
- Playing of a CD with Media Player
- Working with a Sound Recorder

INTRODUCTION TO MS OFFICE-2000

- What is Windows
- What is suite of Software
- Selecting in Office Programs
- Using Tools and Menus
- Working in Documents
- Cutting, Copying, and pasting
- Saving a Document
- Getting Help
- Advantages of Word Processing under Windows
- Various Word Processors available under Windows

Introduction to MS Word-2000

- Opening a New Document
- Opening an Existing Document
- Recently opened files
- Opening from the Documents menu
- Exporting and Importing Files
- Setting Up Your Pages
- Choosing page Size and Orientation
- Changing page Size
- Changing Orientation
- Setting Margins
- Centering Page
- Controlling Page Breaks

Typing in the Document
Inserting Today's Date
Moving Around in the Document
Creating Sections
Inserting a Section break
Formatting a Section
Viewing Sections
Using Columns
Numbering Pages
On Your Own
Saving a File
Quitting Word

Formatting Text

Formatting Characters
Choosing Fonts
Enhancing Text Appearance
Inserting Special Characters
Changing Character Spacing
Formatting Paragraphs
Aligning Paragraphs
Indenting Paragraph
Setting Tabs
Changing Line Spacing
Adding Borders and Shading
Creating a Bulleted List
Creating a Numbered List
On Your Own
Selecting Styles
Selecting Text
Deleting Text
Correcting Mistakes
Using Undo
Using Redo
Using Auto Correct
Moving Text
Using Menu Commands to Move Text
Using Drag-and-Drop Editing
Copying text
Checking Your Document
Finding and Replacing Text
Finding Text
Replacing Text
Checking Your Spelling
Checking Your Grammar
Looking Up Words in the Thesaurus
Inserting a Picture from the Clip Art Gallery
Inserting a Picture
Adding a Border

Creating Headers and Footers

Adding Footnotes and Endnotes

Working with Tables and Graphics

Use a Wizard to help create and format a table.
Enter and edit data in a table.

- Add borders and shading to a table.
- Convert a table to text.
- Add clip art to a document
- Using Wizard to Create and Format a Table
- Starting the Table Wizard
- Using Table Auto Format
- Entering Data into a Table
- Moving Around in the Table
- Entering Text
- Working with Columns and Rows
- Inserting and Selecting Columns and Rows
- Deleting Columns and Rows
- Inserting Columns and Rows
- Changing Cell Height
- Adding Borders and Shading
- Applying Shading
- Converting Text into a Table

Mail Merge

- What is a Mail Merge ?
- Setting up the mail merge
- Creating a main document
- Building the data source
- Placing the merge fields

Templates, Wizards and Printing Techniques

- Understanding Templates
- Using Templates
- Using Wizards

Printing Techniques

Viewing the Document before Printing

- Viewing the Document before Printing
- Changing to Print Preview
- Using Print Preview
- Printing Your Document

MS EXCEL-2000

INTRODUCTION TO EXCEL

- Introduction to spreadsheets
- Introduction to excel
- File management in excel
- Create a new workbook
- Moving around in the worksheet
- Entering data
- Check spelling or automatically correct spelling errors
- Selecting cells
- Auto fill feature of excel
- Quick data entry
- Auto sum facility of excel
- Auto format in excel
- Quick movement

FORMATTING

- Changing column width
- Modifying row height
- Changing font, size and style
- Changing alignment of text
- Wrapping of text
- Vertical alignment of cells
- Special formatting
- Conditional formatting

ADDING FORMULAE AND FUNCTIONS

- About formulae
- Adding a formula in cell
- Copying of formula
- About functions
- Adding a function
- Copying of functions
- Discussion of some useful functions

LARGE DATABASES

- Create list
- Editing records with data form
- Data validation
- Performing what if analysis
- Annotating worksheet
- Re-orienting worksheet
- Pivot tables
- Special facilities of wizard

ADDITIONAL FACILITIES TO FORMAT DATA

- Inserting rows and columns
- Giving quarterly subtotals
- Hide and unhide
- Grouping and outline
- Sorting
- Filtering of data
- Adding subtotals

CHARTS AND MAPS

- Chart
- Move, resize and delete the chart
- Change the chart type
- Add new data to a chart
- Updating chart items
- Formatting patterns, texture and colors of bars
- Creating a picture graph
- Background
- Trend lines in charts
- Maps

- Update the map
- Format the map items

WORK WITH MULTIPLE WORKSHEETS

- Switching between worksheets
- Move or copy data from one worksheet to another

- Insert a new worksheet
- Reference to cells of other worksheet
- Giving workbook name in the address
- Renaming a worksheet
- Moving a worksheet
- Copying the worksheet
- Deleting a worksheet

PRINTING IN EXCEL

- Giving header and footer
- Putting company name in the header
- Giving the footer
- Setting up the page
- Insert a page break
- Previewing the worksheet
- Printing of the worksheet

IMPORTING AND EXPORTING OF DATA

- Introduction to import and export of data
- Importing and exporting data between excel and other Office applications
- View or save files from other programs as excel Workbooks
- Ways to retrieve data from an external database
- Exchange data between excel and Microsoft access

MS Power Point-2000

- Introduction
- Applications of Power Point
- File Management in Power Point
- Starting of Power Point
- Create the First Slide
- Creating a New Slide
- View the Presentation
- Saving a Presentation
- Close the Presentation
- Create a New Presentation
- Close Power Point
- Changing Views

Add Text and other Objects to Slides

- Enter Text
- Edit Text
- Format Text
- Create Objects
- Format the Objects
- Grouping of objects
- Add Clip Art
- Create a Table
- Add a Chart
- Add Organization Chart

Templates and Master Slides

- Changing the Color Schemes
- Background settings of Slides

Concept of Master Slides
Adding Header and Footer
Applying a Readymade Design
Recorder of Slides

Giving Animation effects

Introduction to Animation Effects
Giving Build Effects
Customize Build Effects
Giving Transition Effects
Adding Transitions to a Slide

Links and Action buttons

Import a Word Document
Create Macros
Create Action buttons
Create Hyperlinks

Tuning up of Presentation

Introduction
Create a Presentation with Auto Content wizard
Performing a Rehearsal
Creating Custom Slide Show
Printing of Presentation
Pack and Go wizard

MS Access-2000

INTRODUCTION

- Starting access 97
- Opening an existing database
- Opening the sample north window database
- What is a database?
- Managing database objects

UNDERSTANDING DATABASES

- Why store data ?
- You use tables to store data
- Terminology time
- Why use multiple tables ?

CREATING DATABASES

- Introduction
- Database is not a table
- Creating a blank database
- Using the file new database dialogue box

CREATING TABLES

- Using the table wizard
- Object naming rules
- Planning a table from scratch
- Creating a table without using a wizard
- Defining a tables fields
- Choosing appropriate data types
- Defining field properties
- Setting a primary key
- Defining indexes
- Saving a table structure
- Switching between design and datasheet views

- Changing properties
- About lookup fields

ADDING, EDITING AND VIEWING DATA

- Datasheet view and form view
- Changing the datasheet appearances
- Navigating forms and datasheets
- Changing data in a table
- Deleting data
- Copying and moving data
- Special techniques for memo fields
- Duplicate key message
- Null value in index
- Validation rule
- Changing the table design from datasheet view
- Creating a table from a blank datasheet

SORTING

- Introduction
- Quick and easy sorting
- Sorts within sorts
- Filtering out unwanted records
- Using advanced filter/sort
- Creating complex filters
- Specifying selection criteria
- Specifying 'and/or' criteria
- Sample filters
- Saving a filter as a query

QUERY

- Introduction
- What queries let you do
- Types of queries
- Creating a query
- Viewing the dynaset
- Running an action query
- Refining your query
- Changing field properties
- Creating cross-tab queries
- Creating action queries
- Update queries
- Make table queries

CREATING FORMS

- Creating forms with form wizards
- Making hierarchical forms work properly
- Charts
- Pivot tables
- Using wizards
- Saving a form
- Opening and using a form
- Getting around in hierarchical forms
- Changing the style

CREATING REPORTS

- Introduction
- Kinds of reports
- Groups, totals and summary reports
- When the report wizard needs your help
- Charts
- Using wizards to create a report
- Creating mailing labels
- Formatting postal codes and phone numbers
- Saving a report
- Opening a report
- Removing a filter and sort order
- Changing the style for a report

Internet & E-mail Services

- ◆ Introduction to Internet
 - Information Super Highway
 - Types of Network
 - Basic Uses of the Internet
 - Internet Administration
 - Client/Server Overview
 - Protocol used in different Generation
 - World Wide Web
 - From Dirt Road to Information Highway
- ◆ Domain Name System
 - Domain & Address
 - Domain Name System (DNS)
 - WAYS TO ACCESS INTERNET
- ◆ World Wide Web
 - Requirement of Internet
 - Working of Internet
 - Connection to Internet Using the Dial-Up Network Wizard
 - Connecting to Internet
 - More about World Wide Web
 - Introducing Web Browsers
 - Different Protocols in URLs
 - Test Drive with the Browser
 - Connecting with URL
 - Setting Up Internet Explorer to Send and Receive Mail
 - Customizing Internet Explorer
 - Getting a New Start in Life
 - Telling Internet Explorer Which Programs to Use When
 - Introducing the Profile Assistant
 - Defining Security Zones
 - Protecting children from Seeing Inappropriate content
 - changing content Advisor Settings

- ◆ Introduction to Front Page Express
 - Welcome to Front Page Express
 - Setting Up the Basic
 - Entering the page's Title
 - Adding Some Color to Web Page
 - Formatting Text
 - Adding Graphics to your Web Page
 - Saving Your Web Page
 - Browsing Your Web Page
 - Exiting Front Page Express
 - Getting Ready to go Live
 - Saving Your Page to a Web Server
 - Uploading File to an FTP Server
- ◆ Spice Up Your Web Page with Front Page Express
 - Link of Different Pages
 - Linking to Other Web Sites
 - Using a Background Graphic to Give Your Page Personality.
 - Adding Sound to Your Web Pages
 - Adding a Sound File to the Background of Your Page
 - Setting the Front Page Express Table
 - Creating Moving Web Pages
- ◆ Electronic Mail Using Outlook Express
 - Composing an Email Message
 - Working with Address Book
 - Automatically Add contents to Your Address Book
 - Reading Email using Outlook Express
 - Reading a Message
 - Checking for New Messages
 - Reading File Attachment
 - Taking Acting on a Message
 - Web Based Email
 - Advantage of Using Web Based Email
 - GLOSSARY
- Creating Complete Project Work

Syllabus & Course content for Spoken English Course (72 hours)

Effective communication in English is absolutely mandatory for success in today's intensely competitive world. Individual's professional achievements may be hindered by lack of good communication skills. It is more so with English- a language that is in fact the global business language. In India the appropriate and effective use of language in listening, speaking, reading and writing is crucial to anybody's growth and success.

The English language-teaching course should cater to individuals who desire to make their English language communication more effective. This course should be quite different from the usual classroom English lessons. Lessons should provide exhaustive practice in the active use of English in day to day situations.

OBJECTIVES: -

- to enable the students to develop their speaking skill
- to enable the students to communicate efficiently and with ease in a given situation.
- to teach the students to react properly at the time of group discussion.
- to enable the students to express views on a given topic in simple English.
- to develop personality & public speaking ability in English.
- to develop interactive skill in English Communication.

ENGLISH TODAY: -

It will be a three months course for those who are looking for a short-term English improvement study along with computer training. At the end of each lesson there will be suitable exercise to reinforce the more important learning points. At the successful completion of the course one would have no difficulty in using English as a means of communication as per the demands of the situations.

SPEAK BETTER: -

A comprehensive course in spoken English, which will comprise of 72 lessons Catering to the needs of those who are looking to improve their English speech. Exhaustive practice in pronunciations and conversations, which are based on daily life situations, should be provided throughout the course. The course is meant for all those learners who know the structure of English language but are not able to communicate effectively while speaking. The course is an attempt to improve their everyday conversational fluency and pronunciations so that they are able to communicate more fluently, intelligibly and productively. Learners will be made to learn phonetic symbols and the "Pronunciation Drill" will provide additional practice.

TRAINING METHODOLOGY: -

The methodology should consist of a mix of teacher talk and student centered activities, which allows the student to put theories into practice and try out models that are presented. This will be simulated and practiced through various audiocassettes and CD's and various video sessions to enhance their personality and give a feel of real life situations. All forms of modern communication equipment viz., Multimedia would be a part of the methodology from the second week of the course, conversation in English will be mandatory for all the students.

THE SYLLABUS WILL INCLUDE: -

- (a) **Basic Speaking Skills :-** Conversational work will include topics like introduction, greetings, requests, apologies, telephone talks and situational dialogues, Vocabulary improvement.
- (b) **Grammar :-** Speech, tense and Common structure, building sentences through extensive use of oral & written exercise.
- (c) **Speech Work :-** Pronunciation practice along with drills.
- (d) **Listening :-** Includes listening to English Cassettes & holding question - answer sessions on them.
- (e) **Reading :-** With library facilities available in the class, reading of English books, magazines & newspapers.
- (f) The syllabus will also focus on Writing, role play, Words & Expression development exercise, story writing conversational skills, vocabulary improvement, expression, dialogue listening, Image creation through speech, spellings, sentences structure, writing essays, letters etc., group discussions & public speaking, party talk & table manners. Some lectures will be on time management & personality development.

- Class room Aids :
- 1) Language library with recommended reading material.
 - 2) Audio - Visual Aids
 - 3) Mike, Stage.
 - 4) Black board.

The Evaluation : Weekly tests will be conducted to evaluate the progress which will include.

- 1) Written Test
- 2) Speeches & Public Speaking
- 3) Comprehensive / Letter & Essay writing.

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
1	Introduction of course and conduction Importance of English Word Family Vowels, Consonants, Sounds Greetings and Partings Nouns Singular and Plural Adjectives Degrees of Comparison Verbs, Adverbs Pronouns (with possessives) Lecture on TIME MANAGEMENT	Self Introduction Ice - Breaking exercise Phonetics - use cassette Comparison of people My Family and I TEST	Comparison of weather Family Tree	things used in daily routine describing things and people Relatives and age groups
2	Simple Sentence Construction (SVO) Articles Aux. as Main Verbs Simple Present Tense Simple Past Tense Simple Future Tense Continuous Tense Pres / Past / Future Use of 'There' Perfect Tense Pres / Past / Future Revision of Tenses	My Daily Routine My Childhood My Sunday Plans Visit to a zoo An accident on the road Discussing a favorite TV programmes	Introduction of someone who he is, what he does, what he has etc. A Postman's daily routine A Nurse's daily routine My school days A visit to a beach Compare 'Year 2000 & Year 2001' using Adjectives & Perfect Ten. My Future goals	Occupations and Professions Animals, birds, etc
3	Modal Auxiliary (can, could, may, etc.) Interrogative Words (what, where, why, etc.) Question Formation Prepositions Lecture on Etiquette and Manners Conjunctions Exclamations Active and Passive Voice	Welcoming a guest & offering something Dialogue - meeting a friend A Street – Directions TEST joy, sadness, grief, beauty, accident, scenery, etc.	What I could do ten years back, today, 10 years hence Dialogue - bank enquiry Your house	Things found at home

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
4	Direct & Indirect Speech Dialogue Practice Sentences showing comparisons Indefinite Pronouns & Adjectives Lecture on Body Language	Dialogue - At the market Conversion of dialogue Listening - At a post office At a tea stall as...as, the same as, similar to, like, alike, differ, different from, more than, as many as' some, any, something, anything, someone, anyone, either, neither, each, every, one, ones, other, another' TEST	Buying a shirt Comparison of India & America short story students in college'	
5	Sentences showing quality and quantity Other common words Dialogue Practice Sentences showing time frame Reading Practice Dialogue Practice Lecture on Facing Interviews	more, less, little, few, many, much, so much, too, very' such as, instead of, despite in spite of, though, even if, yet, but' Listening - at the doctor's fast, late, sometime, sometimes, once, while, no longer, during, for, since Mini talks, lectures, etc Using Compact Disc Test 4 - Oral dialogues		
6	Other common words Sentences showing necessity Discussing incidents Sentence Formation with Reading Practice Sentences using determiners Lecture on Public Speaking	used to, know how to, had better, would rather' essential, important, necessary, imperative Visit to a supermarket An incident to remember ask, demand, desire, insist, prefer, propose, recommend, request, require, suggest, urge Newspaper, Story whatever, wherever, whenever, however, whoever, whomever etc. TEST	Dialogue with parents	
7	Listening / Comprehension & Test			
8	Spoken English & Test & Vocabulary	Request, apology, inquiry, office talk, with a doctor, while shopping, thanks giving	exercise	

WEEK	SUBJECT	DISCUSSION TOPICS	HOMEWORK	VOCABULARY COVERED
9	Letter Writing, application writing & Interview Lecture on Positive Mental Attitude	Exercises Techniques & Test	Letter to your father. Application for a job	
10	Etiquette / Party talk / Table manners Group Discussions Test	At a party Current Topics	At a party Exercise Newspaper Reading	
11	How to use a dictionary Communication Skills in Different situations	in the classroom at an interview in a group discussion conversation with a friend inquiring about health in the office At a party at a shopping complex making a phone call	Exercise	
12	Spoken English & Communication Skills	Discussion Topics: Good wishes, felicitation, congratulations, business, bon voyage, office talk appointment, railway / airport inquiry	sentences about the discussion topics	