



# केन्द्रीय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती

**CENTRAL EDUCATION & INFORMATION TECHNOLOGY RESEARCH COMMITTEE**

AN AUTONOMOUS INSTITUTION REGD. BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT. OF INDIA

REGD. BY NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT. OF INDIA

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An Autonomous Organization works for IT, HRD & Literacy



NCS-REGD. OFFICE  
Govt. of India



सत्यमेव जयते

REGD. NO.: S14K81-1040424644087

## Certificate in Data Entry Operator

ITI in Data Entry Operator is an information/computer passage related professional course. The course is of a half year and it has just a single semester. This course encourages the understudy about how to take composed data from applications or organization records, structures and applications for business utilize or enter the data into computer framework database, numerical information section like home loan or advance data and as bookkeeping banking. This course is a vocation situated in nature and opens numerous extensions for understudies in various company fields. Information Entry Operator course is being given by numerous ITIs in the nation because of its significance.

### ITI DATA ENTRY OPERATOR: SYLLABUS

Syllabus of Vocational Courses as prescribed by various Universities and Colleges.

Paper Code	Subjects of Study
1	Basic Training
2	Computer Fundamentals
3	Operating System (DOS)
4	Operating System (Windows)
5	MS Word
6	MS Excel

7	MS PowerPoint
8	MS Access
9	PageMaker
10	Financial Accounting Software
11	LAN
12	Internet
13	Local Language Software