



DRAVID OPEN SECONDARY AND HIGHER SECONDARY EDUCATION COUNCIL

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SYLLABUS DATA ENTRY OPERATIONS

CLASS 12 DATA ENTRY OPERATIONS (DEO) SYLLABUS

Theory

Unit 1: Communication Skills

- Communication process
- Types of communication
- Verbal and Non-verbal communication
- Barriers to communication
- Professional communication

Unit 2: Self-Management Skills

- Self-awareness
- Goal setting
- Stress management
- Time management

Unit 3: ICT Skills

- Introduction to ICT
- Components of computer system
- Input, output and storage devices
- Operating system basics

Unit 4: Entrepreneurial Skills

- Meaning of entrepreneurship
- Qualities of an entrepreneur
- Types of enterprises
- Role of entrepreneurship

Unit 5: Green Skills

- Environmental protection
- Sustainable development
- Waste management

Subject-Specific Skills (Core DEO)

Unit 6: Database Management System

- Introduction to database
- Tables, fields and records
- Data types
- Sorting and filtering data

Unit 7: Spreadsheet Application

- Introduction to spreadsheets
- Creating and editing worksheets
- Formulas and functions
- Charts and graphs

Unit 8: Word Processing Application

- Creating documents
- Formatting text and paragraphs
- Tables and page layout
- Mail merge (basic)

Unit 9: Data Entry and Keyboarding Skills

- Touch typing
- Speed and accuracy
- Numeric keypad practice
- Data validation

Unit 10: Digital Documentation

- File handling
- Saving, opening and printing documents
- Use of templates