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FOR GOA CLASS 9 PREPARATION

Goa Board Class 9 Syllabus 2027 Domestic Data Entry Operator

EXAM	YEAR	TYPE
Goa Class 9	2027	Syllabus

Syllabus fo Data Entry Operator (1100) - 2026-27

Employability Skills (Part A)

Unit 1: Communication Skills

- Communication Process
- Verbal Communication
- Non-verbal Communication
- Visual Communication
- Writing Skills
- Active Listening

Unit 2: Self-Management Skills

- Self-awareness
- Self-confidence
- Positive Thinking
- Stress Management
- Personal Grooming
- Time Management

Unit 3: ICT Skills

- Introduction to ICT
- Computer System
- Operating System
- Internet Services
- Digital Devices
- Safe Computing

Unit 4: Entrepreneurial Skills

- Entrepreneurship
- Characteristics of Entrepreneur
- Types of Business
- Entrepreneurial Opportunities

Unit 5: Green Skills

- Environment
- Sustainable Development
- Green Economy
- Conservation of Resources

Vocational Skills (Part B)

Unit 1: Introduction to IT–ITeS Industry

1. Introduction to Information Technology (IT)
2. Information Technology Enabled Services (ITeS)
3. BPO Services
4. BPM Industry
5. Applications of IT
1. Advantages and Limitations of ICT
2. ICT Safety and Security Practices
3. Digital India and e-Governance Initiatives

Unit 2: Data Entry and Keyboarding Skills

A. Keyboarding Skills

1. Introduction to Keyboard
2. Touch Typing Method
3. Typing Speed and Accuracy
4. Rapid Typing Tutor

B. Types of Keys

1. Alphanumeric Keys
2. Punctuation Keys
3. Alt Key
4. Arrow Keys
5. Backspace Key
6. Caps Lock Key
7. Ctrl Key
8. Delete Key
9. Enter/Return Key
10. Esc Key
11. Function Keys

C. Numeric Keypad

1. Numeric Keypad Layout
2. Num Lock
3. Home Keys
4. Guide Keys

D. Basic Typing Operations

1. Typing Text
2. Deleting Text
3. Typing Numbers
4. Typing Capital Letters
5. Typing Symbols
6. Creating New Lines
7. Cursor Movement

E. Pointing Devices

1. Mouse
2. Mouse Pointer
3. Mouse Operations
   - Click
   - Double Click
   - Right Click
   - Drag and Drop
   - Scroll
   - Blocking Text

F. Typing Ergonomics

1. Sitting Posture
2. Position of Hands
3. Monitor Placement
4. Mouse and Keyboard Placement
5. Chair and Table Placement
6. Placement of Matter to be Typed

G. Positioning of Fingers on Keyboard

1. Home Row Approach
2. Home Row Keys
3. Upper Row Keys
4. Bottom Row Keys
5. Number Row Keys
6. Numeric Keypad Usage

H. Keyboarding Techniques

1. Successful Keyboarding Tips
2. Touch Typing Rules
3. Touch Typing Techniques
4. Typing Speed Measurement
5. Accuracy Measurement

Unit 3: Digital Documentation

1. Introduction to Word Processing
2. LibreOffice Writer Interface
3. Creating and Saving Documents
4. Editing Text
5. Formatting Text
6. Formatting Paragraphs
7. Page Formatting
8. Inserting Headers and Footers
9. Inserting Tables
10. Working with Images
11. Bullets and Numbering
12. Find and Replace
13. Spell Check
14. Templates
15. Mail Merge
16. Printing Documents

Unit 4: Electronic Spreadsheet

1. Introduction to Spreadsheet
2. LibreOffice Calc Interface
3. Workbook and Worksheet
4. Entering and Editing Data
5. Cell Referencing
6. Formatting Worksheets
7. Formulas
8. Functions
   - SUM
   - AVERAGE
   - MAX
   - MIN
   - COUNT
9. Sorting Data
10. Filtering Data
11. Creating Charts and Graphs
12. Printing Worksheets

Unit 5: Digital Presentation

1. Introduction to Presentation Software
2. LibreOffice Impress Interface
3. Creating Presentations
4. Working with Slides
5. Slide Layouts
6. Formatting Slides
7. Inserting Text and Images
8. Drawing Objects
9. Tables and Charts
10. Animations
11. Slide Transitions
12. Slide Show Settings
13. Presentation Printing

Academic Year - 2025-26

Class IX **Vocational Education**

Domestic Data Entry Operator

Months	Weeks Alloted	Weeks	Topics	No of Periods Required	Total Hrs	Theory	Practicals
April	5 (5 X 5 = 25)		Introduction to Vocational Education & Assesssment Pattern				
			Familiarise Ss with Part A, Part B, and To Share resources (Pdf's) with Ss,				
June	4 (4 X 5 = 20)	1	Part A: Unit 1: Communication Skills	15	10	2	3
		2				2	3
		3				2	3
		4	Part A: Unit 3: Basic ICT Skills	15	10	2	3
July	5 (5 X 5 = 25)	1	Part A: Unit 3: Basic ICT Skills			2	3
		2				2	3
		3	Part B: Unit 1:Introduction to IT–ITeS Industry	5	3	2	3
		4	Part B: Unit 2:Data Entry and Keyboarding Skills	15	10	2	3
		5				2	3
August	4 (4 X 5 = 20)	1	Part B: Unit 2:Data Entry and Keyboarding Skills			2	3
		2				2	3
		3	Part B: Unit 3: Digital Documentation (Elementary)	25	17	2	3
		4				2	3
September	4 (4 X 5 = 20)	1	Part B: Unit 3: Digital Documentation (Elementary)			2	3
		2				2	3
		3				2	3
		4				2	3
October	3 (3 X 5 = 15)	1	Revision (Reflection),	10	7		
		2	Practical Exams, Viva voce etc.				
		3	PartA: Unit 2: Self Management Skills	10	7		
November	1 (1 X 5 = 5)	1	PartA: Unit 2: Self Management Skills			2	3
						2	3
December	3 (3 X 5 = 15)	1	PartA: Unit 4: Entrepreneurial Skills	10	7	2	3
		2				2	3
		3	PartA: Unit 5: Green Skills	5	3	2	3
January	3 (3 X 5 = 15)	1	Part B" Unit 4: Electronic Spreadsheet (Elementary	20	13	2	3
		2				2	3
		3				2	3
February	4 (4 X 5 = 20)	1	Part B: Unit 4: Electronic Spreadsheet (Elementary)			2	3
		2	Part B: Unit 5: Digital Presentation	20	13	2	3
		3				2	3
		4				2	3
March	2 (2 X 5 = 10)	1	Revision, Practical Exams, Viva Voce	10	7	2	3
		2				2	3
			Total	160	107	62	93

Part C:	**Practical Work**	
	Practical Examination	6
	Written Test	2
	Viva Voce	3
	Total	**11**
Part D	Project Work/Field Visit	18
	Practical File/ Student Portfolio	10
	Viva Voce	4
	Total	**32**
Part E	Continuous and Comprehensive Evaluation (CCE)	5
		48

Vocational Education
Domestic Data Entry Operator
Academic Year : 2026-27

Theory Component	30
Practical Component	40
Portfolio	10
Project / Assignment	20

Marks Distribution out of 30 (Ist Term)

	Marks
Part A : Employability Skills	
Unit 1: Communication Skill	4
Unit 3: Basic ICT Skills	4
Part B: Vocational Skills	
Unit 1 : Introduction to IT–ITeS Industry	4
Unit 2 : Data Entry and Keyboarding Skills	8
Unit 3 : Digital Documentation (Elementary)	10
Total	**30**

Marks Distribution out of 30 (IInd Term)

	Marks
Part A : Employability Skills	
Unit 2: Self-management Skills	3
Unit 4: Entrepreneurial Skills	3
Unit 5: Green Skill	2
Part B: Vocational Skills	
Unit 4 : Electronic Spreadsheet (Elementary)	12
Unit 5 : Digital Presentation	10
Total	**30**