

**CWPDE**  
**Certificate in Word processing and Data Entry Operator**  
**Syllabus**

This six-month course acquaints students with keyboard practice sessions using typing tutor, imparts knowledge on fundamentals of computer systems and equips them with operational skills in word processing, spreadsheet and presentations using the Microsoft office Suite. Data entry is perhaps one of the most important aspects of an organization's success.

Duration: 360 Hours (6 Months)

Eligibility: SSLC pass and above.

Accreditation: Approved by Government of Kerala

**Programme Structure**

**Theory**

- Computer fundamentals
  - Operating system
- Office suite, Typing tutor
  - MS-Word
  - MS- Excel
  - Power point
  - Open Office etc

**Lab**

- Data entry (Speed test)
- Office suite, Malayalam typing
  - MS-Word; I
  - MS- Excel I
  - Power Point
  - Open Office etc

**Career Options & Course Outcome**

On successfully completing this course, students gain proficiency in computer based operational & administration tasks required in office environments within an organization. After completing this program, they become eligible for job opportunities such as administrative assistant, office clerk, receptionist, data entry, office assistant, etc