

SYLLABUS FOR THE TRADE OF

DATA BASE SYSTEM ASSISTANT

(SEMESTER PATTERN)

Under
CRAFTSMAN TRAINING SCHEME
SECTOR – IT & ITES

Designed in: 2014

Government of India
Ministry of Labour & Employment
D.G.E. & T

General Information

1. Name of the Trade : Database System Administration Assistant

2. N.C.O. Code No. :

3. Entry Qualification : Passed 12th Standard with Science & Maths

4. Duration of Course : One Year (2 semesters each of 6 months)

5. Power Norms : 3.45 KW

6. Space Norms : 70 sq.m.

7. Unit Size : 20

7. Instructor's Qualification : (i) Technical - (i) Degree in Engineering (Computer Science or

IT) or equivalent from Recognized university / MCA /MSc.

Computer Science or IT or Three year Diploma in Engineering from recognized Board / Institution in Computer Science or IT or National Apprenticeship Certificate or National Trade certificate in Data Base System Assistant trade with National Craft Instructor Certificate if

available

(ii) Post Qualification Experience in relevant field – One year for Degree holder, Two years for Diploma holders and Three

years for NAC / NTC holders after NAC/NTC.

Job Role : The trainee will be working in industry/organization as Assistant to

Database System Administrator

Course Objective : After completion of the course the trainee able to

- Install various software

- Create database
- Maintain database
- Create users and their functions in server
- Back up the database and archive database
- Create database in online and maintain

Syllabus for DATA BASE SYSTEM ASSISTANT

<u>Semester : I</u> <u>Duration : 6 Months</u>

Week	Practical	Theory
No.	Fractical	meory
1	Introduction to Computers	Introduction to Computers
	Connecting of power supply to computer	Basic Definition, hardware, software, Block
	and its peripherals	Diagram of Computer system
	Demonstration of various parts of	I/O devices and its application
	computer system such as mother board,	Switching and shutting down the computer,
	RAM, CPU, serial and parallel ports	Features and functions of Operating
		systems, different types of operating
	Microsoft WORD	systems.
	Open, resize and close MS WORD.	Microsoft WORD
	Opening, edit and save/ "save as"	
	documents.	Text editing software's. Introduction to MS
		Office. Features and application of
	Use all menu bar features. Use all	Microsoft word. Concept of word
	Standard	processing. Menu bar features. Standard
	tool bar features.	tool bar features. Editing the text, use of
		different tools, formatting the text. Creating,
	Create Document, non-documents files.	
	Create templates.	Document, non-documents files. Creating
	Create tables. Insert pictures and videos.	templates. Creating tables.
	Mail merge documents. Creating	Inserting pictures and videos. Mail merge.
	Bookmarks.	Book marks
		Bullets and numbering. Hyperlinks.
	Add Bullets and numbering. Create	Creating broachers. Creating bookwork.
	Hyperlinks. Create broachers. Create book	
	work	
2-3	MS Windows	MS Windows
	Using desktop, task bar, start button, title	Different versions, advantages and application
	bar, menus and windows help.	of windows. Starting windows and their
	My computer & recycle bin.	operations.
	Creating, deleting and renaming of files,	File Management through Windows explorer.
	folders & short cuts. Opening & closing of	Introduction and applications of Accessories
	different windows. Using different	such as notepad, word pad, paint brush,
	windows at a time. Moving through	calculators, calendar, character map, system

windows and mouse, maximize/minimize windows, use of help feature, exit windows, starting an application and closing application. File management through windows explorer-select files and directories, copy, move, delete files/directories. Expand compressed directories and files. Open and manage multiple director windows. View and sort files, creating and renaming files/directories, disk operation using file manager. Using essential accessories-notepad, word pad, paint brush, calculators, calendar, character map, system tools, entertainment, Using Multimedia and windows media player and sounds. Using control panel Zipping and unzipping Introduction	Multimedia and windows media player and sounds. Application of control panel Zipping and unzipping Introduction to Linux
Linux – Practicing of linux commands	
4 Software Installation Practice on Installation of Windows XP, 7 and 8, Linux Installation of MS Office, Libre Office, Open source and utilities, remote control, chat, voice and video, Live CD Operations	Different configurations of Computer system and its peripherals, Compatible with different hardware/software Software Installation – Pre-installation – Prerequisites, Install procedure, Rollback or Un-install procedure, Tests.
	Post-installation — Backup procedure & specifications, Restore procedure, Periodical view check Awareness of IT —Act 2000, its Amendments and Phenomena (T-5) Provisions of act Types of offences, fines, imprisonment Cyber Crime, Cyber Law Awareness of legal aspects of using computers
5-6 <u>Internet</u> Operations browsing, downloading	such as copyright, patent etc. Internet Operations and applications of internet.

messages, pictures from internet, sending Setting of modem, connecting dial and receiving emails, sending attachments connecting ISDN and Broadband connections, of pictures and text information, E-DTMF telephone system. Testing and chatting. troubleshooting of Modem Setting of internal Modem and External Routers connecting telephone lines through dial-up, ISDN and broadband WiFi, Blue Tooth and VPN Implementation connections. Introduction to Routers/Firewalls, Anti-Spam milters and VoIP Testing and trouble shooting of Modem **Operating of Routers** Introduction to Data Centers and applications **Security Implementations** Introduction to Cloud computing Troubleshooting of internet connection. Shearing Internet connection through LAN to other computers Operating WiFi access points/modems, setting up of blue tooth and data sharing with mobiles Creating simple VPN implementation Visit to NIC/other Data centers 7-8 Microsoft EXCEL Application of spread sheet Practice Excel Advantages of MS Excel, creating various worksheets, mathematical calculations, Use of Microsoft Excel features for creating using different formulae, worksheets with mathematical formulae and Preparing various types of Graphs/charts, graphs. different Chart options, colouring, etc. Practice on Sorting and Filtering Printing worksheet 9-10 **Micro Soft Access** Introduction to data base management Creating and designing tables, forms in MS systems. Data Types Data entering using forms/tables with E-R Modeling, Data Flow Diagram, Relational Databases, transactional databases different fields, modifying structure, generating queries, reports. Database Creation, NULL's, Dropping a table, DB abstracts HTML skeleton 11-13 **HTML** Practice on creation of HTML tags for text, HTML tags for text, links, lists images, links, list, simple layouts, complex HTML tags and web standards for images layouts, tables, frames, style, internet style (graphics) sheets. Simple layouts Complex layouts Introduction to Front Page HTML tags for layout HTML tags for tables

Creating Background Pictures
Creating Tables - Adding and Deleting
Rows, Columns, and Cells
Background Colors
Practicing Picture Manipulation Transparent, Alt Representation Text Tags,

Rotating, Thumbnails, Picture Gallery
Practicing Hyperlinks - To
'Outside'/External Sites, Internal Link,

Bookmark, Email Addresses, Rollover Styles, Target Frames

Practice on Marquees

Practice on Forms - Search Page, Inserting a Form, One Line Text Box, Option Button, Check Box, Text Area, Drop Down Box, Confirmation Pages

Practice on Sample Forms Page, Date and Time Stamp, Counter, Page Transitions, Changing your Password

Practice on - Themes, Banners, Buttons, Headings, Hyperlinks/Bullets/Horizontal Lines, Navigation Bars Practice on creating Frames, Shared Borders

Practice on Scheduling a Web Page or Picture to Appear

HTML tags for styles

Introduction to Front Page

Background Pictures

Tables - Adding and Deleting Rows, Columns, and Cells

Background Colors

Picture Manipulation - Transparent, Alt Representation Text Tags, Rotating,

Thumbnails, Picture Gallery

Hyperlinks - To 'Outside'/External Sites, Internal Link, Bookmark, Email Addresses, Rollover Styles, Target Frames

Marquees

Forms - Search Page, Inserting a Form, One Line Text Box, Option Button, Check Box, Text Area, Drop Down Box, Confirmation Pages

Sample Forms Page, Date and Time Stamp, Counter, Page Transitions, Changing your Password

Themes, Banners, Buttons, Headings, Hyperlinks/Bullets/Horizontal Lines, Navigation Bars Frames, Shared Borders

Scheduling a Web Page or Picture to Appear

14-17 | PHP (Hyper Text Pre Processor)

Installation of Apache Web Server
Practice simple PHP programs.
Practicing on programming to test events
Practicing the if statement
Using the else clause with if statement
Practicing The switch statement
Using the ? operator
Practicing the while statement
Practice on do while statement

Practice on do while statement
Practice on for statement
Breaking out of loops
Practicing on Nesting loops

Practicing on Functions and returning value from function

Practicing user defined functions

Introduction to PHP, its features and advantages.

Basic PHP Syntax, tags, Data types, Constants and Variables, Operators and expressions.

PHP Conditional Events, Flow control and looping in PHP Functions in PHP

Arrays and Strings in PHP

Super Global Variables in PHP. Form handling and validations

Practice on dynamic functions, variable scope

Practice on accessing variable with the global statement

Practice on Function calls with the static statement

Practice on Setting default values for arguments

Practice on Passing arguments to a

function by value

Practice on Passing arguments to a

function by reference

Testing for function existence

Practicing the Writing to the browser

Practice on Getting input from forms

Practice on Output buffering

Practice on Session handling

Practice on Regular expression

Practice on Common math

Practice on Random numbers

Practice on File upload

Practice on File download

Practice on Environment variables

Practice on E-mail in PHP

Practice on The anatomy of a cookie

Practice on Setting a cookie with PHP

Practice on Deleting a cookie

Practice on Creating session cookie

Practice on Working with the query string

Practice on Creating query string

Practice on Starting a session

Practice on Working with session variables

Practice on Destroying session

Practice on Passing session IDs

Practice on Encoding and decoding session variables

Practice on Creating and deleting a file

Practice on Reading and writing text files

Practice on Working with directories in

PHP

Checking for existence of file

Determining file size

Opening a file for writing, reading, or

appending Writing Data to the file Reading characters **Working With Forms** Forms Super global variables The server array A script to acquire user input Importing user input Accessing user input Combine HTML and PHP code Using hidden fields Redirecting the user File upload and scripts **Working With Regular Expressions** The basic regular expressions **PCRE** Matching patterns Finding matches Replace patterns Modifiers **Breakup Strings Classes And Objects** Objects oriented programming Define a class An Object Creating an object Object properties Object methods Object constructors and destructors Class constants Class inheritance Abstract classes and methods Object serialization Checking for class and method existence Exceptions Iterators 18-21 My SQL My SQL The SQL Create Command **Installation of MySQL** Installation of MySQL **Table Creation Rules:** Configuration of MySql Dropping a Table: Server Client architecture The SQL-INSERT Command: **Practice on Table Creation Rules Inserting NULL**

	Practice on MySQL syntac and creating	Viewing data (SQL-SELECT):	
	database design	Updating Data in a table (The SQL-UPDATE	
	Practice on data migration	command):	
	Importing and exporting formats	Deleting rows of data (The SQL-DELETE	
	Practice on data tunneling	command):	
	Practice on Database repair and archival	Viewing the structure of an already existing	
	Practice on cross database syntax	table (SQL-DESCRIBE command):	
	equivalents.	MySQL Scripting	
	Preparation of Database Project in any		
	Industry/organization		
22-23	Project work on designing of database		
24-25	Examinations		
26	Admissions for the next session		

Semester : II Duration : 6 Months

Week	Practical	Theory
No.	Tractical	····cory
1-2	Database and Table Creation	Database and Tables
	Practicing on Creation and use of	Various data types Data integrity
	database, Data type	Ddl statement
	Creation of table	Dml statement
	Practice on Data integrity, Ddl statement	Primary key and foregn key
	Dml statement, Primary key and foreign	constraints
	key, constraints	
	Insert update Delete Query	
	Simple insert query	
	Insert query using select	
	Update query	
	Delete query	
3-5	Selection of Data (using select query)	Queries -selection of data
	Select all data	Where clause

Select specific column
Customize the display(change the col
name in display)
Concatenate the text value in the output
Calculating the column
Practice on where clause
Practice on arithmetic operation,
comparisons operator, and/or operator
Range, In and not in Like operator

Null value, order by Top value of the

Arithmetic operation Range

In and not in

Like operator

Null value

Use of order by

Top value of the table

Distinct

- The SELECT Statement
- The WHERE Clause
- Using ORDER BY to Sort Data
- The GROUP

BY Clause

Joining Table

6-8 Practice on Aggregate and Group by –

table, Distinct

Min, Max, Sum, Count, Group by, Compute and compute by Pivot Practice on **Joins** - Inner join, Outer join and its type, Cross join, Equi join, Self join

Practice on **Sub queries** – and exists, Nested sub queries, Correlated sub queries

Practice on **Constraints** - Primary key constraint, Unique key constraint, Foreign key constraint, Check constraint Default constraint

Transact-SQL Programming

- Overview of Transact-SQL
- Using Built-In Functions
- Controlling Flow
- Ranking Results
- Limiting Results using TOP
- Inner Joins with 2 or more tables
- LEFT, RIGHT, FULL Outer joins
- Working with String Functions
- Working with DateTime functions
- Using ROWNUMBER and RANK functions
- Using Aggregate Functions
- Changing Data Types using CAST and CONVERT
- Displaying alternate values using CASE
- Using Common Table Expressions
- Writing Recursive Queries using Common Table Expressions

Aggregate and Group by Min, Max, Sum, Count, Group by Compute and compute by Pivot

Joins - Inner join, Outer join and its type Cross join, Equi join, Self join

Sub queries - Use of sub queries, Using in and exists, Nested sub queries, Correlated sub queries

Constraints - Primary key constraint,

		Unique key constraint, Foreign key constraint, Check constraint, Default constraint
9	Query and manage XML data Understand XML datatypes and their schemas and interop w/, limitations and restrictions; implement XML schemas and handling of XML data; XML data: how to handle it in SQL Server and when and when not to use it, including XML namespaces; import and export XML; XML indexing	Limitations of relational data - Introduction to semi-structured data and XML - XML query languages - Principles of XML query processing
10-12	Open Tools in Database Systems Create a online database using any one of Open Tools Postgre SQL (Or) Ingres (Or) Fire Bird, (Or) Cubrid (Or) ISQL	Introduction to Open Tools in Database Systems such as Postgre SQL or Ingres or Fire Bird, Cubrid, ISQL
13	Overview of Information Security	Overview of Information Security
	Video show on Information Security	Understanding Information Security - Need of the Information security, Basics of IS (CIA), History and evolution of IS, Dimensions of Information Security, Intranet/Internet,
	Overview of Security threats	Information Security and Cyber Security relationship
	Video show on Security Threats	Why Care About Security? - Challenges to
	Mock test on security threats	Information Security
		Benefits of Information of Security
	Information Security Vulnerabilities	Understanding techniques to enforce IS in an organization
	Video show on Security Vulnerabilities	Identifying tools to enforce Information Security
	Risk Management	Identifying frameworks to enforce Information Security
	Video show on Risk Management	Overview of Security threats
	Mock test on Risk Management	Overview of Information Security Threats Types of threats – DDoS, Malicious codes, Espionage, etc
	Securing Database	Identification of Threats - Probing of threats, Scanning of threats, Modus Operandi, Sources
	Video show on Securing Database	of Threats, External threats, Internal threats, Best Practices or Guidelines used to Identify

Threats - Conduct regular education and awareness trainings for employees and third parties, Best Practices or Guidelines used in mitigation of threats, Deploying up to date technology, Maintaining Systems and Procedures, Educating Users, Conducting regular education and awareness trainings for employees and third parties

Collaborate with peers and experts through different forums to understand contemporary issues and solutions

Information Security Vulnerabilities

Why do Information Security Vulnerabilities exists - Types of Technical Vulnerabilities, Types of Native Vulnerabilities, Understanding Security Vulnerabilities, Flaws in Software or Protocol Designs, Weaknesses in How Protocols and Software Are Implemented, Weaknesses in System and Network Configurations, Weaknesses in Web or Cloud applications, Weaknesses in Online etransactions, Browser Security and Role of cookies and pop-ups, Security holes in Browser, Web Applications, OS, and Smart phones, Identifying role of Social sites and media in cyber security and vulnerability **Understanding Vulnerability Assessment Tools** and Techniques, Techniques to Exploit Vulnerabilities, Techniques to Fix the Vulnerabilities, Identify security vulnerabilities on a regular basis using requisite tools and processes.

How to fix the security gaps and holes, Identifying liabilities of service providers, software vendors, Software authors, system owners, and third parties Best Practices and Guidelines to mitigate security Vulnerabilities

Risk Management

What is Risk?

Relationship between Threat, Vulnerability, and Risk

What Is the Value of an Asset?

		What Is a Threat Source/Agent?	
		Examples of Some Vulnerabilities that Are Not	
		Always Obvious	
		What Is a Control?	
		What Is Risk Likelihood and consequences?	
		What Is Impact?	
		Control Effectiveness	
		Risk Management	
		Purpose of Risk Management	
		Risk Assessment (Phases)	
		Why Is Risk Assessment Difficult?	
		Types of Risk Assessment	
		Different Approaches to Risk Analysis	
		Best Practices and Guidelines in Assessing and	
		Calculating Risks	
		Develop and implement policies and	
		procedures to mitigate risks arising from ICT	
		supply chain and outsourcing.	
		Best Practices and Guidelines in Mitigating	
		Risk	
		Securing Database	
		Database Security Issues - Controlling Access,	
		Database Integrity, Administrative Controls,	
		Securing Database from Server Failures	
		Redundancy and availability of Database	
		Types of attacks	
		Protection Against Viruses and malware	
14	Taking Backup	Planning Backups	
	Practice on configure and maintain back	Performing a Backup	
	up strategy, manage different back up	Designing Your Backup Strategy	
	models		
15	Restoring Backup	Restoring User-Defined Databases	
	Practice on Restoring a database to point	Recovering System Databases	
	in time		
	Practice on Restoring from a corrupted		
	drive		
	Practice on Restoring in create a restore		
	strategy for redundant server		
16-17	Security of Database	Identifying the Security Features of SQL	
	<u>Creation of roles and functions</u>	Server	
	Manage logins and server roles	Creating Login Accounts	
	Configure server security; secure the SQL	Assigning Login Accounts as Database	
		7.00.00 2207 1000 0.110 0.0 20100000	

	Server using Windows Account / SQL Server accounts, server roles; create login accounts; manage access to the server, SQL Server instance and databases; create and maintain user- defined server roles; manage certificate logins Manage database permissions Configure database security; database level, permissions; protect objects from being modified Manage users and database roles Create access to server / database with least privilege; manage security roles for users and administrators; create database user accounts; contained logins	 Users Implementing Statement and Object Permissions Defining Linked Servers
	Troubleshoot security Manage certificates and keys; endpoints	
18-19	Administrating reports with reporting services (Apache Server) Web Sever configuration Manager Web Server surface area configuration Web server management studio Reporting services tools Report manager Reporting services configuration and Report services command line utilities	 Tour of Features Reporting Services Architecture Reporting Services Terminology Reporting Services Editions Deconstructing Reporting Services Shared Data Sources Creating Reports from Scratch Deploying Reports and Data Sources Exporting Reports and Printing Using the Web-Based Report Manager
22-23	Designing of Web based Database softwar	e Project work in industry/organisation
24-25	Examinations	
26	Admissions f	or the next session
	l	

Tool & Equipment for a batch of 20 trainees

SI. No.	Name of the items	Quantity
1	<u>Laptop</u> : i3 2nd generation processor or equivalent and above with major minimum features as below:- 1) Speed: -2.1 GHz or Higher. 2) Cache Memory: - Minimum 3 MB or better. 3) RAM: -4 GB DDR-III or Higher. 4) Hard Disk Drive: -500GB or Higher,5400 rpm(minimum) or Higher, WiFi Connectivity. 5) Network Card: Integrated Gigabit Ethernet(10/100/1000). 6) Paper Licensed Operating System / OEM Pack(Preloaded). 7) Antivirus / Total Security	1 No.
2	Server for LAN – As Required. Latest 32/64 bit processor or Higher with PCI Express Video Card 4GB VRAM 4 GB RAM expandable 19" TFT Keyboard, Mouse, DVD OR BLU-RAY WRITER with latest Paper license of OS - Server Edition Internet, Antivirus / Total Security - Server Edition & UPS for Power Back up.	1 No.
3	WORKSTATION/NODES: 2nd Generation Core i3 Processor or Equivalent and above with major minimum features as below: 1) 32/64 Bit Processor (3.06 GHz or Higher,4 MB 4-Core) or Higher. 2) Network Card: Integrated Gigabit Ethernet(10/100/1000). 3) RAM: 2 GB/ 4 GB DDR3 or Higher. 4) 320 GB / 500 GB HDD or Higher. 5) 19" TFT Monitor / Higher 6) DVD Writer 7) PS2 / USB KeyBoard, USB/Optical Mouse with latest Paper Licensed Operating System / OEM Pack(Preloaded) Professional/Ultimate Edition with Internet Facility.	10 Nos.
4	Network Terminator (NT1) /Switch	1 No.
5	Terminal Adapter (TA)/Switch	1 No.
6	Network Interface Card (Ethernet Card 10/100/1000 Mbps)	4 Nos.
7	Fire extinguisher	1 No.
8	Vacuum Cleaner (For IT & ITES Sector)	1 No.
9	LCD / DLP projector	1 No.
10	Laser Printer (One Network Printer)	2 Nos.
11	Inkjet Printer (Multifunctional)	1 No.
12	Different Expansion Cards	1 Each
13	24 port Switch /Router	1 Each
14	500 VA or higher off – line UPS FOR NODES and server	11 Nos.
15	Air Conditioner 1.5 ton	2 Nos.
16	Modem (Internal & External)	2 Nos.

17	Broad Band connection	1 No.
18	Telephone Line	1 No.
19	CD / DVD Writer 2 nos.	2 Nos.
20	Networking cables	As Required.
21	Room temperature thermometer	1 No.
	<u>SOFTWARE</u>	
1	Windows O.S./ Lunux (Latest version) Network Support with 10	1 No.
	User license professional/academic edition	
2	MS Office latest version / Open Office 10 user license	1 No.
	professional/academic edition (along with MS access and MS Front page)	
3	Anti Virus Latest version/ Total Security software with (10 User	1 No.
	License) and CLAMAV	
4	Visual Studio (Latest Version) with 10 user license	1 No.
5	MY SQL Server (Open source)	1 No.
6	Apache server	1 No.
7	Front Page Editor (Academic edition with 10 user license)	1 No.
	<u>FURNITURE</u>	
1	Computer Tables	11 Nos.
2	Printer Tables	3 Nos.
3	Instructor Table	1 No.
4	Instructor's Chair	1 No.
5	Straight back revolving & adjustable chairs (Computer Chairs)	20 Nos.
6	Steel cupboards drawer type	3 Nos.
7	Cabinet with drawer	2 Nos.
8	Pigeon hole cabinet -16 compartments	1 No.
9	Steel almirah big size	1 No
10	Steel almirah small size	2 Nos.
11	Class room chairs with writing pad moulded type	20 Nos.
	<u>Trainee Tool Kit</u>	
1	Screwdriver Set of min. 5 bits (Combination of star & minus) + 1 ext. rod	1 Set
2	Crimping Tool for BNC and RJ-45 connectors	1 No. Each
3	Punching Tool	1 No.

Note: 1. All Software should be Network Version

2. Some of Course Related CBTs can be purchased (Optional)

NOTE- LATEST VERSION OF HARDWARE AND SOFTWARE should be provided.
