**Course:** Certification Course in Data Entry and Office Automation

* Course Id :
* Candidate Eligibility: 10+2 in any stream with min 50% marks OR ITI Certificate (One Year) after class 10th with min 50% marks in ITI
* No. Of NOS (If QP) : **NA**
* NSQF Level : **4**
* Cost Category : **1**
* Course Duration 03 Months (06hrs per day)
	+ Theory duration : **60 hrs**
	+ Practical duration : **75 hrs**
	+ OJT duration : **0**

**Trainer Qualification Work Experience**

|  |  |
| --- | --- |
| **Trainer Qualification** | **Work Experience** |
| **Essential Qualification:** | Atleast 1 year teaching experience in relevant field.  |
| Graduate with Computer Knowledge/NIELIT A Level/ NIELIT O Level |  |
|  |  |
|  |  |

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

National Institute of Electronics & Information Technology, Patna

Near IIT Patna, Amhara, Bihta, Patna - 801106

**Name and contact details of individual dealing with the submission**

|  |  |  |
| --- | --- | --- |
| **Name** | : | Manoj Kumar |
| **Position in the organization** | : | Joint Director |
| **Tel number(s)** | : | 0612-2219134 |
| **Mobile** | : | 9631862823 |
| **E-mail address**  | : | mkumar@nielit.gov.in |

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| --- | --- |
| **Qualification Title**  | Certification Course in Data Entry and Office Automation |
| **Qualification Code**  |  |
| **Nature and purpose of the qualification**  | **Nature: Certification Course****Purpose:** Qualified learners will be able to be employed as * Data Entry Operator
* Computer Operator
 |
| **Body/bodies which will award the qualification** | National Institute of Electronics & Information Technology (NIELIT)Near IIT Patna, Amhara, Bihta, Patna (Bihar)-801106 |
| **Body which will accredit providers to offer courses leading to the qualification** | National Institute of Electronics & Information Technology (NIELIT)Near IIT Patna, Amhara, Bihta, Patna (Bihar)-801106 |
| **Body/bodies which will carry out assessment of learners** | Examination Cell,National Institute of Electronics & Information Technology (NIELIT), Near IIT Patna, Amhara, Bihta, Patna (Bihar)-801106 |
| **Occupation(s) to which the qualification gives access** | Data Entry Operator, Computer Operator |
| **Licensing requirements** | **Not Applicable** |
| **Level of the qualification in the NSQF** | **4** |
| **Anticipated volume of training/learning required to complete the qualification** | **480** |
| **Entry requirements and / or recommendations** | 10+2 in any stream with min 50% marks OR ITI Certificate (One Year) after class 10th with min 50% marks in ITI |
| **Progression from the qualification** | After acquiring this certification an individual can work as Data Entry Operator. Both government and private sectors offer excellent employment opportunities in data entry service. Every organisation, from a big corporate office to little grocery shop are in need of data entry operators who along with entering, maintaining and retrieving data may have to handle daily official work like sending communication, drafting letters etc. Data entry operators may work in many fields, including banking, insurance, marketing, accounting, human resources, healthcare sector etc. Following are some of the prominent and utilized categories of data entry services available in India. In each field, data entry operators are required to do data entry work related to that particular field : * Data entry of medical and insurance claims
* Data entry of Surveys and market research results
* Data entry of company reports
* Data entry of medical records of patients
* Data entry of personal details of customers for bank transactions
* Data Capture -capturing data from unstructured documents such as letters, invoices, email, fax, forms etc  Image Processing Services / Image Data Entry etc

  |
| **Planned arrangements for the Recognition of Prior learning (RPL)** | * Presently only candidates who undergo training shall be assessed.
* It will be incorporated once RPL strategy is finalized
 |
| **International comparability where known** | **N/A****CNC** |
| **Date of planned review of the qualification.** | **N/A** |

Formal Structure of the Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of NOS/units or other components**  | **Mandatory/** **Optional**  | Estimated Size (Learning hours)  | **Level**  |
| Introduction to computer  | M  | 5  | 4 |
| Introduction to GUI Based Operating System  | M  | 5  |
| Elements of Word Processing  | M  | 15  |
| Spreadsheets  | M  | 15  |
| Introduction to Internet, WWW and web browsers  | M  | 15  |
| Communication and Collaboration  | M  | 5  |
| Application of presentations  | M  | 15  |
| Application of Digital Financial Services  | M  | 5  |
| Soft Skills  | M  | 10  |
| Data Entry / Typing Test.   | M  | 45  |
| Total Duration Duration(Hours)  |  | **135**  |   |

**ASSESSMENT**

**Body/Bodies which will carry out assessment:**

 Examination cell - National Institute of Electronics & Information Technology, Patna

**How will RPL assessment be managed and who will carry it out?**

*YES. Learners who have met the requirements of any Unit Standard that forms part of this qualification may apply for recognition of prior learning to the relevant Education body. The applicant must be assessed against the specific outcomes and with the assessment criteria for the relevant Unit Standards.*

**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**

**1. ASSESSMENT GUIDELINE:**

 The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Each OUTCOME is assessed and marked separately. Student is required to pass in all OUTCOMEs individually and marks are allotted. Following assessment methodologies are used.

1. Written Assessment (Multiple Choice Questions)
2. Practical Assessment
3. Viva Voce Assessment

The assessment results are backed by following evidences.

1. The assessor collects a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the in charge / Head of the Training Centre.
2. The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central Government. The same is mentioned in the attendance sheet.
3. The assessor assigns roll number.

The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

**2. ASSESSORS:**

NIELIT Patna faculty teaching the course, also assesses the students as per guidelines set by Examination cell of NIELIT Patna.

**3. ELIGIBILITY TO APPEAR IN THE EXAM:**

Minimum 75% attendance is compulsory for the students to appear for the assessments.

**4. MARKING SCHEME:**

|  |  |  |
| --- | --- | --- |
| **Outcomes to be assessed**  |  **Assessment Criteria for the outcome**  | **Means of Assessment**  |
| **Total Marks**  | **Marks for** **Knowledge** **Evidence(Theory****)**  | **Marks for** **Practical** **Assessment**  |
| Understanding basics of computer  | 1. Candidates should have understanding of computer architecture.
2. Candidate should have clear understanding of hardware, software and their applications.
3. Candidate should know about the peripheral devices used with computer
4. Candidates should

know the applications of ICET 1. Knowledge of Data types
 | 08  | 08  | 0   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Understanding of GUI Based Operating System  | 1. Candidate should understand all popular operating systems.
2. Understanding of basic features of various windows editions.
3. Candidate should be able to understand various settings of operating system.
4. Clear understanding of

MS DOS 1. Performing file and directory management.
 | 06  | 04  | 02   |
| Understanding of Word Processing  | 1. Candidate should understand how to open and close a document in MS word.
2. Candidate should be able to create and manipulate text.
3. Candidate should be able to do formatting of text.
4. Clear understanding of table manipulation.

point presentation  | 20  | 08  | 12  |
| Basics of Spreadsheets  | 1. Candidate should know all the elements of electronic

spreadsheet 1. Candidate should be able to do manipulation of cells
2. candidate should know how to work with functions and charts
 | 20  | 08  | 12   |
| How to use Internet, WWW and web browsers  | 1. Basics of Networking  2.Study of various networking methodology  | 15  | 05  | 10  |
|  | 1. Introduction to web browser and WWW
2. How to use various search engines
 |  |  |   |
| Understanding Communication Collaboration  | of and  | 1. Creating email address

Sending email 1. Introduction to mailbox 3. Candidate should have knowledge of instant messaging.

4. Candidate should know the advance features of email  | 10  | 06  | 04   |
| Understanding Application presentations  | of  | 1. Learn to know the

basics of PowerPoint 1. Learn to create

PowerPoint, apply styles , aesthetics effects on it 1. Learn to prepare Slide show
 | 15  | 05  | 10  |
| Understanding Application of Digital Financial Services  | Candidate should be aware about digital financial services.  | 06  | 06  | 0  |
| Total  |   | 100  | 50  | 50  |
| Soft Skills  | 1.Basics of soft skills 1. Group Discussion
2. Interview preparation
 | Grades(Based on the marks out of 10) A:9-10 Marks B:7-8 Marks C:5-6 Marks D:Below 6 Marks  |
| Data Entry / Typing Test.   | Typing speed of the candidate should be as per the requirement  | Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.  |
| Grand Total  |   | 100  | 50  | 50  |

**5. PASSING MARKS:**

Passing criteria is based on marks obtain in attendance record, term works , assignments, practical’s performance, viva or oral exam, module test, class test, practical exam and final exam

Minimum Marks to pass practical exam – 50%

Minimum Marks to pass theory exam – 35%

Grade Equivalents:-

>85% S

>75% & <85% A

>65% & <75% B

>50% & <65% C

>35% & <50% D

**6. RESULTS AND CERTIFICATION:**

The assessment results are backed by evidences collected by assessors. Successful trainees are awarded the certificates by NIELIT, Patna.