NSQF QF – Certified Data Entry and Office Assistant (Upskilling)

Section 1: Detailed Curriculum

Name of Unit of Qualification: Introduction to Computer

Duration: 05 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should know basic architecture of computer. **Outcome-2:** Candidate should know the difference between hardware and software. **Outcome-3:** Candidate should know about the basics of data representation. **Outcome-4:** Candidate should have basic idea about programming knowledge.	1.1 What is Computer? 1.1.1 History of Computers 1.1.2 Characteristics of Computer System 1.1.3 Basic Applications of Computer 1.2 Components of Computer System 1.2.1 Central Processing Unit 1.2.2 Keyboard, mouse and VDU 1.2.3 Other Input devices 1.2.4 Other Output devices 1.2.5 Computer Memory 1.3 Concept of Hardware and Software 1.3.1 Hardware 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems software 1.3.3 Programming Languages 1.4 Representation of Data/Information 1.5 Concept of Data processing 1.6 Applications of IECT 1.6.1 e-governance 1.6.2 Multimedia and Entertainment	05

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Name of Unit of Qualification: Introduction to GUI Based Operating System

Duration: 05 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should know basics of operating systems. **Outcome-2:** Candidate should know the User interface of operating system. **Outcome-3:** Candidate should know how to change the settings of operating system. **Outcome-4:** Candidate should be able to do File and directory management.	2.1 Basics of Operating System 2.1.1 Operating system 2.1.2 Basics of popular operating system (LINUX, WINDOWS) 2.2 The User Interface 2.2.1 Task Bar 2.2.2 Icons 2.2.3 Start Menu 2.2.4 Running an Application 2.3 Operating System Simple Setting 2.3.1 Changing System Date and Time 2.3.2 Changing Display Properties 2.3.3 To Add or Remove a Windows Component 2.3.4 Changing Mouse Properties 2.3.5 Adding and removing Printers 2.4 File and Directory Management 2.5 Types of files	05

Name of Unit of Qualification: Elements of word processing

Duration: 20 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should know basics of operating systems. **Outcome-2:** Candidate should know the User interface of operating system. **Outcome-3:** Candidate should know how to change the settings of operating system. **Outcome-4:** Candidate should be able to do File and directory management.	3.1 Word Processing Basics 3.1.1 Opening Word Processing Package 3.1.2 Menu Bar 3.1.3 Using The Help 3.1.4 Using The Icons Below Menu Bar 3.2 Opening and closing Documents 3.2.1 Opening Documents 3.2.2 Save and Save as 3.2.3 Page Setup 3.2.4 Print Preview 3.2.5 Printing of Documents 3.3 Text Creation and manipulation 3.3.1 Document Creation 3.3.2 Editing Text 3.3.3 Text Selection 3.3.4 Cut, Copy and Paste	20

	3.3.5 Font and Size selection 3.3.6 Alignment of Text 3.4 Formatting the Text 3.4.1 Paragraph Indenting 3.4.2 Bullets and Numbering 3.4.3 Changing case 3.5 Table Manipulation 3.5.1 Draw Table 3.5.2 Changing cell width and height 3.5.3 Alignment of Text in cell 3.5.4 Delete / Insertion of row and column 3.5.5 Border and shading	

Name of Unit of Qualification: Spreadsheets

Duration: 20 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should know the basics of spreadsheets. **Outcome-2:** Candidates should be able to do cell manipulation. **Outcome-3:** Candidates should know basics of Function and Charts.	4.1 Elements of Electronic Spread Sheet 4.1.1 Opening of Spread Sheet 4.1.2 Addressing of Cells 4.13 Printing of Spread Sheet 4.1.4 Saving Workbooks 4.2 Manipulation of Cells 4.2.1 Entering Text, Numbers and Dates 4.2.2 Creating Text, Number and Date Series 4.2.3 Editing Worksheet Data 4.2.4 Inserting and Deleting Rows, Column 4.2.5 Changing Cell Height and Width 4.3 Function and Charts 4.3.1 Using Formulas 4.3.2 Function 4.3.3 Charts	20

Name of Unit of Qualification: Introduction to Internet, WWW and web browsers

Duration: 15 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should know the basics of computer networks. **Outcome-2:**	5.1 Basics of Computer Networks 5.1.1 Local Area Network (LAN) 5.1.2 Wide Area Network (WAN)	15

Candidates should know the basics of internet and how to use web browsers. **Outcome-3:** Candidates should know the internet access techniques. **Outcome-4:** Candidate should be aware about the various services of internet.	5.2 Internet 5.2.1 Concept of Internet 5.2.2 Basics of Internet Architecture 5.3 Services on Internet 5.3.1 World Wide Web and Websites 5.3.2 Communication on Internet 5.3.3 Internet Services 5.4 Preparing Computer for Internet Access 5.4.1 ISPs and examples (Broadband/Dialup/WiFi) 5.4.2 Internet Access Techniques 5.5 Web Browsing Software 5.5.1 Popular Web Browsing Software 5.6 Configuring Web Browser 5.7 Search Engines 5.8.1 Popular Search Engines / Search for content 5.8.2 Accessing Web Browser 5.8.3 Using Favourites Folder 5.8.4 Downloading Web Pages 5.8.5 Printing Web Pages.	

Name of Unit of Qualification: Communication and Collaboration

Duration: 05 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should know basics Emails. **Outcome-2:** Candidate should know how to create and send Email. **Outcome-3:** Candidates should know about the advance Email features.	6.1 Basics of E-mail 6.1.1 What is an Electronic Mail 6.1.2 Email Addressing 6.1.3 Configuring Email Client 6.2 Using E-mails 6.2.1 Opening Email Client 6.2.2 Mailbox: Inbox and Outbox 6.2.3 Creating and Sending a new E-mail 6.2.4 Replying to an E-mail message 6.2.5 Forwarding an E-mail message 6.2.6 Sorting and Searching emails 6.3 Advance email features 6.3.1 Sending document by E-mail 6.3.2 Activating Spell checking	05

	6.3.3 Using Address book 6.3.4 Sending Softcopy as attachment 6.3.5 Handling SPAM 6.4 Instant Messaging and Collaboration 6.4.1 Using Smiley 6.4.2 Internet etiquettes

Name of Unit of Qualification: Application of Presentations

Duration: 15 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should know how to create presentation and apply various settings on it.	7.1 Basics 7.1.1 Using PowerPoint 7.1.2 Opening A PowerPoint Presentation 7.1.3 Saving A Presentation 7.2 Creation of Presentation 7.2.1 Creating a Presentation Using a Template 7.2.2 Creating a Blank Presentation 7.2.3 Entering and Editing Text 7.3 Preparation of Slides 7.3.1 Inserting Word Table or An Excel Worksheet 7.3.2 Adding Clip Art Pictures 7.3.3 Inserting Other Objects 7.3.4 Resizing and Scaling an Object 7.4 Providing Aesthetics 7.4.1 Enhancing Text Presentation 7.4.2 Working with Color and Line Style 7.4.3 Adding Movie and Sound 7.4.4 Adding Headers and Footers 7.5 Presentation of Slides 7.5.1 Viewing A Presentation 7.5.2 Choosing a Set Up for Presentation 7.5.3 Printing Slides And Handouts 7.6 Slide Show 7.6.1 Running a Slide Show 7.6.2 Transition and Slide Timings 7.6.3 Automating a Slide Show	15

Name of Unit of Qualification: Application of Digital Financial Services

Duration: 05 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate should be aware about various digital financial services.	8.1 Why Savings are needed? 8.2 Drawbacks of keeping Cash at home 8.3 Why Bank is needed? 8.4 Banking Products 8.5 Documents for Opening Accounts 8.6 Banking Service Delivery Channels -I 8.7 Banking Service Delivery Channels -II 8.8 Insurance 8.9 Various Schemes 8.10 Bank on your mobile	05

Name of Unit of Qualification: Soft Skills

Duration: 10 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.
Outcome-1: Candidate will be aware about basics of soft skills.	1. Introduction to Soft Skills 2. Presentation Skills 3. Preparation of CV 4. Group Discussion & Interview Skills 5. Time Management Skills and Job Orientation	10

Name of Unit of Qualification: Data Entry / Typing Test.

Duration: 50 Hours

Performance Criteria(OUTCOME) No.	Contents	Hrs.

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Outcome-1: Candidate should be able to meet the criteria of a minimum typing speed in English of 35 wpm on computer or 10500 key depressions per hour.	Typing skills and typing speed test.	50

Section – 2

List of Equipment (For a batch of 30 students)

	Description	Qty	Specifications
1	Classroom	1	40 sq.m
2	Student Table	30	
3	Student Chair	30	
4	Trainer Table & Chair	1	
5	LCD Projector & screen	1	
6	White Board	1	
7	Desktop / Laptop	31	x86/64 CPU architecture, 6th gen or higher, Intel or AMD CPU, 4 GB RAM or higher, 20 GB of available disk space

Section – 3

TRAINERS PROFILE

Level   **:** **3**
Batch Size   **:** **30**
No. of Trainers   **:** **1**
No. of Demonstrators **:** **1**

Educational Qualification & Experience	a) MCA/DOEACC B Level/ B.E./B.Tech (Computer Science or Computer Engg. Or Information Technology)/M.Sc (CS/IT) or Equivalent* or higher from a recognized University with min 1 + years of Experience
	b) BCA/DOEACC IT-A Level /PGDCA or Equivalent* or higher from a recognized University/Institute with min 2 + years of Experience
	c) M.Tech/M.E. in (Computer Science or IT) or equivalent* from a recognized University/Institute
Technical Skills	• Good knowledge of Application software for word processing, spreadsheet and presentation
Other Skills	• Should be able to communicate well in English • Good command on regional language • Knowledge of Working on Computers • Should be able to prepare lesson plan, deliver the courses through the specified media as per schedule • Should be able to aspire the trainees & evaluate and assess the trainees • Should be able to monitor progress and give feedback to trainees • Should be able to maintain MIS related to training

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Section – 4

LIST OF SOFTWARE (For a batch of 30 students)

1. **Primary Requirement**

- Operating System
  (Windows/Linux)
- Web Browser
- Antivirus
- Internet Connectivity

2. **Software for Documentation, Calculation & Presentation**

Proprietary software   •   Microsoft Office
Open-source software   •   Libre Office

0. **Software for Typing**

- Typing Master