

# NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY HARIDWAR

(Ministry of Electronics and Information Technology, Government of India)

## Certificate Course in Data Entry and Office Automation (NSQF Level-4)

**Course Introduction:** The course is aligned to the Level-4 of NSQF (National Skill Qualification Framework) of Ministry of Skill Development & Entrepreneurship, Government of India. The objective of this course is to provide an in-depth training in use of data entry, Internet and Internet tools. The course also helps the candidates to enhance their skills in Computer Fundamentals, MS-Office, Operating System, Concepts of Networking and Hardware, Introduction to LAN, Internet and Typing.

**Eligibility:** 10+2 in any stream with min 50% marks OR ITI (One Year) after class 10<sup>th</sup> with min 50% marks in ITI.

**Duration:** 9 weeks (135 hrs.)

**Fees:**

Course Fees	GST	Assessment Fees(Including GST)	Total Fee
5000	900	600	6500

**Course Outline:**

S.No	Topic Name
1.	Introduction to Computer
2.	Introduction to GUI Based Operating System
3.	Elements of Word Processing
4.	Spreadsheets
5.	Introduction to Internet, WWW and web browsers
6.	Communication and Collaboration
7.	Application of Presentations
8.	Application of Digital Financial Services
9.	Soft Skills
10.	Data Entry/Data Typing Test

**Job Prospects:** After acquiring this certification an individual can work as Data Entry Operator or Computer Operator. Both government and private sectors offer excellent employment opportunities in data entry services. Every organization, from a big corporate office to little grocery shop is in need of data entry operators who, along with entering, maintaining and retrieving data, may have to handle daily official work like sending mails, drafting letters etc. Data Entry Operators may work in many fields, including banking, insurance, marketing, accounting, human resources & healthcare sector etc.

**Admission Process:** Admission will be taken on First-Come-First-Serve basis. **There is no fee for SC/ST Candidates** (Seats are limited). Reservation for SC/ST as per Govt. of India norms.

**Library Facility:** Library facility can be availed by students by paying caution money (refundable).

**Examination & Certification:** After completion of this course student will have to appear for the examination, and after successfully passing in the examination students will be awarded with the certificate.

**Contact Details:** NIELIT Haridwar, 2<sup>nd</sup> Floor, Government Polytechnic Building, Plot No-6C, Sector-11, Near Pentagon Mall, SIDCUL, Haridwar, Uttarakhand – 249403

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