

Data Entry Skills

कम्प्यूटर डाटा एन्ट्री कौशल निरन्तर बाजार मांग में रहने वाला कौशल है तथा लगभग हर विभाग/प्रतिष्ठान की आवश्यकता है।

Course Name	Data Entry Skills	Course Code	SSC/Q2212
Training Outcomes : After completing this programme, participants will be able to:			
<ul style="list-style-type: none"> Undertake data entry services Manage their work to meet requirements Maintain a healthy, safe and secure working environment 			

CURRICULUM / SYLLABUS

Part-A (Domain Skills)

S. No.	Module	Duration (In Hours)
1.	Data Entry Services : <ul style="list-style-type: none"> Obtain information from customer/client to be entered. Adhere to organizational processes and policies to record and perform the service request. Revert to the customer on a reasonable estimate time of delivering the desired outcome. Prioritize service requests according to organizational guidelines. Transcribe, enter, and verify data from multiple sources. Verify accuracy of transcribed data with the source document and correct any errors. Escalate, seek advice from specialists if the problem is beyond competence or experience factor. Make appropriate corrections for any error messages that arise, while entering data. Organize source documents and filing relative to data entered. Ensure security storage and back up of data files. Share progress or any delays in the process with customers. 	180:00
2.	Manage work to meet requirements : <ul style="list-style-type: none"> Comprehend your work requirements, output, and target with appropriate people as per organization policy. Use your time and resources judiciously. Keep the workplace clean and operate in a tidy environment. Treat confidential information correctly. 	50:00
3.	Managing Health & Safety : <ul style="list-style-type: none"> Comply/adhere with your organization's current health, safety and security policies and procedures. Be aware about correct emergency procedures. Report to supervisor or authorised personnel, if any hazard is identified. 	30:00
Sub Total		260:00



Skilling Youth
Enriching Livelihoods

Mukhyamantri Yuva Kaushal Yojna (MMYKY)



Part-B (Soft Skills)

S. No.	Topics	Duration (In Hours)
1.	Development Competency/ Proficiency in English/Vernacular	10:00
2.	Effective Communication	10:00
3.	Self & time Management	10:00
4.	Motivational Techniques	05:00
5.	Interpersonal Skill Development	05:00
6.	Computer Literacy	20:00
7.	Life Skills	05:00
8.	Entrepreneurship	15:00
9.	Occupational Safety, Health and Environment Education	10:00
Sub Total		90:00

Total Course Duration : 350:00 Hours