

Data Entry cum Assistant Software Developer Skills

कम्प्यूटर डाटा एन्ट्री कौशल निरन्तर बाजार मांग में रहने वाला कौशल है तथा लगभग हर विभाग/प्रतिष्ठान की आवश्यकता है। सॉफ्टवेयर डवलपर सहायक के रूप में कौशल अर्जित कर किसी भी सॉफ्टवेयर कम्पनी/एजेन्सी या स्टार्टअप के साथ जुड़कर रोजगार प्राप्त किया जा सकता है।

Course Name	Data Entry cum Assistant Software Developer Skills	Course Code	SSC/Q2212-0508
<p>Training Outcomes : After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Undertake data entry services • Assist in performing software construction and software testing entry-level tasks in the IT Services industry • 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	<p>Data Entry Services :</p> <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. 	100:00
2	<p>Manage work to meet requirements :</p> <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. 	30:00
3	<p>Assist in performing software construction and testing entry-level tasks in the IT services industry:</p> <ul style="list-style-type: none"> • Demonstrate basic computer and internet literacy including operating a • Computer, describing its major components and how they work, using • Windows and Linux OS, operating a browser, searching the internet, • Managing mails and using social internet media. • Demonstrate aptitude for analyzing information and making logical conclusions. • Demonstrate knowledge of the foundational mathematical concepts in computing. • Design algorithms to solve problems and convert them into code using the appropriate programming language constructs. 	80:00



	Read and execute a test case and record the outcome in the appropriate	
4	Self and Work management : <ul style="list-style-type: none">• Establish and agree work requirements with appropriate people• Keep immediate work area clean and tidy• Utilize time effectively• Use resources correctly and efficiently• Treat confidential information correctly• Work in line with organization's policies and procedures• Work within the limits of job role• Obtain guidance from appropriate people, where necessary• Ensure work meets the agreed requirements	10:00
5	Team Work and Communication : <ul style="list-style-type: none">• Obtain guidance from appropriate people to agree the analysis to be performed on the data• Obtain advice and guidance from appropriate people on issues with data analysis outside their area of competence or• Review the results of their analysis with appropriate people• Undertake modifications to your analysis based on inputs from appropriate people• Communicate with colleagues clearly, concisely and accurately• Work with colleagues to integrate their work effectively with them• Pass on essential information to colleagues in line with organizational requirements• Work in ways that show respect for colleagues• Carry out commitments they have made to colleagues• Let colleagues know in good time if they cannot carry out your commitments, explaining the reasons• Identify any problems they have working with colleagues and take the initiative to solve these problems• Follow the organization's policies and procedures for working with colleagues	10:00
6	Managing health and safety : <ul style="list-style-type: none">• Comply/adhere with organization's current health, safety and security policies and procedures• Report any identified breaches in health, safety, and security policies and procedures to the designated person• Identify and correct any hazards that can deal with safely, competently and within the limits of authority• Report any hazards that one is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected• Follow their organization's emergency procedures promptly, calmly, and efficiently• Identify and recommend opportunities for improving health, safety, and security to the designated person• Complete any health and safety records legibly and accurately• Be aware about correct emergency procedures.• Report to supervisor or authorized personnel, if any hazard is identified.	10:00
7	Data and Information Management : <ul style="list-style-type: none">• Establish and agree with appropriate people the data/information they need to provide, the formats in which you need to provide it, and when they need to provide it• Obtain the data/information from reliable sources• Check that the data/information is accurate, complete and up-to-date• Obtain advice or guidance from appropriate people where there are problems with the data/information• Carry out rule-based analysis of the data/information, if required• Insert the data/information into the agreed formats• Check the accuracy of work, involving colleagues where required	10:00



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	<ul style="list-style-type: none"> Report any unresolved anomalies in the data/information to appropriate people Provide complete, accurate and up-to-date data/information to the appropriate people in the required formats on time 	
8	<p>Learning and Self Development :</p> <ul style="list-style-type: none"> Obtain advice and guidance from appropriate people to develop your knowledge, skills and competence Identify accurately the knowledge and skills they need for your job role Identify accurately their current level of knowledge, skills and competence and any learning and development needs Agree with appropriate people a plan of learning and development activities to address their learning needs Undertake learning and development activities in line with their plan Apply new knowledge and skills in the workplace, under supervision Obtain feedback from appropriate people on their knowledge and skills and how effectively you apply them Review their knowledge, skills and competence regularly and take appropriate action 	10:00
Sub Total		260:00

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