

Data Entry cum Web Developer 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 cum Web Developer Skills	Course Code	SSC/Q2212-0503
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. 	100:00
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. 	20:00
3	Programming for the Web : <ul style="list-style-type: none"> Design basic programming structures to implement functionality in line with requirements defined in BRS/URS, SRS and HLD 	10:00
4	Analysis and Design of Web based Applications : <ul style="list-style-type: none"> Check their understanding of the Business Requirements Specification (BRS)/User Requirements Specification (URS) with appropriate people Check their understanding of the Software Requirements Specification (SRS) with appropriate people Check their understanding of High Level Design (HLD) with appropriate people Review their designs with appropriate people Analyze inputs from appropriate people to identify, resolve and record design defects and inform future designs 	30:00



	<ul style="list-style-type: none"> Document their designs using standard templates and tools Comply with their organization's policies, procedures and guidelines when contributing to the design of software products and applications 	
5	<p>Media Content and Graphics Design :</p> <ul style="list-style-type: none"> Check their understanding of the Business Requirements Specification (BRS), Software Requirements Specification (SRS), High Level Design (HLD) and Low Level Design (LLD) with appropriate people Access reusable components, media and graphical packages and tools from their organization's knowledge base Convert requirements into media content and graphic designs, leveraging reusable components where available Submit media content timely and graphic designs for approval by appropriate people Update their organization's knowledge base with their experiences of the media content and graphic designs developed Comply with their organization's policies, procedures and guidelines when developing media content and graphic designs for software products and applications 	50:00
6	<p>Self and Work Management :</p> <ul style="list-style-type: none"> Establish and agree their work requirements with appropriate people Keep their immediate work area clean and tidy utilize their 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 their job role Obtain guidance from appropriate people, where necessary Ensure their work meets the agreed requirements 	10:00
7	<p>Team Work and Communication :</p> <ul style="list-style-type: none"> 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 their 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
8	<p>Managing Health & Safety :</p> <ul style="list-style-type: none"> Comply with their 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 they can deal with safely, competently and within the limits of their authority Report any hazards that they are 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 	10:00



	<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 authorized personnel, if any hazard is identified. 	
	<p>Data and Information Management :</p> <ul style="list-style-type: none"> Establish and agree with appropriate people the data/information they need to provide, the formats in which they 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 their work, involving colleagues where required 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 	10:00
	<p>Learning and Self Development :</p> <ul style="list-style-type: none"> Obtain advice and guidance from appropriate people to develop their knowledge, skills and competence Identify accurately the knowledge and skills they need for their 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 their new knowledge and skills in the workplace, under supervision Obtain feedback from appropriate people on their knowledge and skills and how effectively they 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



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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