Data Entry & Office automation

Purpose of the course:-

The purpose is to help develop the necessary skills in an individual so that individual can effectively do their job with little or no problem. In order for this to be the case, there needs to be two things implemented.

The main aim of office automation is to simplify and automate work flow in an office. It can help improve efficiency of workers in an office. Certificate course in Office Automation program will train you in different areas of office automation and its allied areas.

Aim:-

Student will get opportunity in the digital setup.

Objectives

1) To get unemployed youth in work

2) To upgrade the skills of youth

3) Digital literacy.

Teaching Methodology:-

 1) Teaching will be both theoretical and practical.

 2) Classroom sessions:-

   1) Teaching as per syllabus

   2) Seminars

   3) Presentation

   4) Practical Assignment

Job opportunities:

 Following are some of the areas of Data entry services available in India.

In each field Data entry operators are required to do data entry work related to that particular field.

1)Data entry of Medical & Insurance Claims.

2)Data entry of surveys and Market research results.

3)Data entry of Company reports,

4)Data Entry of medical records of patients

5)Data entry of Personal details of customers for bank transactions.

6)Data capture –capturing data from unstructured documents such as letters, invoices,

 email, fax, forms etc.

Duration of programmer:

1) The duration of the Programmed shall be 3 Months

2) 3 Months Classroom teaching & Practical's

Eligibility for admission

Any student who has passes the 12th standard Examination in any stream or
equivalent   is eligible for admission.

Unit	Title
1	basics of computer
2	GUI Based Operating System
3	Word Processing
4	Spreadsheets
5	Internet, WWW and web browsers
6	Communication and Collaboration
7	Application of presentations
8.	Data Entry / Typing Test

2 Lectures in a week.

Syllabus

1. Basics of computer:

1.1. Computer architecture.

1.2. Hardware, software and their applications.

1.3. Peripheral devices used with computer.

1.4. Applications of ICET

1.5. Knowledge of Data types.

2. GUI Based Operating System

2. 1. Popular operating systems.

2.2. Basic features of various windows editions.

2.3 Various settings of operating system.

2.4. MS DOS

2.5. Performing file and directory management.

3. Word Processing

3.1. How to open and close a document in MS word.

3.2. Create and manipulate text.

3.3. Formatting of text.

3. 4. Table manipulation. Point presentation

4. Spreadsheets

4.1. Elements of electronic spreadsheet

4.2. Do manipulation of cells

4.3. How to work with functions and charts

5. Internet, WWW and web browsers

5.1. Basics of Networking

5.2. Study of various networking methodology

5.3. Introduction to web browser and WWW

5.4. How to use various search engines

6.☐Communication and Collaboration

6.1. Creating email address & Sending email

6.2. Introduction to mailbox

6.3. Knowledge of instant messaging.

6.4. The advance features of email

7. Application of presentations

7.1. Basics of PowerPoint

7. 2. To create PowerPoint, apply styles, effects on it

7.3. Learn to prepare Slide show

8.Data Entry / Typing Test

8.1Use typing Software to test the typing skill & learn methods to increase
The typing speed.

8.2Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key
 Depressions per hour.