**INFORMATION TECHNOLOGY**

**COURSE OVERVIEW**: A Data Entry Operator/Analyst is a person who is responsible for entering data into different applications and computer databases, manage and maintain effective record keeping. In addition, S/he is responsible for organizing files, collecting and managing data to be entered into the computer. S/he is also responsible for security of data and safeguard of the computer network. With every office and organization seeking to become computerized, the demand for data entry operators/analysts is on a rise. Data entry operators/analysts usually work in an indoor, office setting using a computer and other electronic machines. To be in the profession of data entry/analysis, one has to have computer literacy, high typing speed, organization skills, concentration skills, communication skills and an ability to sit for long periods of time entering and computing data.

**OBJECTIVES OF THE COURSE**: In this course, the students will be introduced to the fundamental concepts of digital documentation, digital spreadsheet, digital presentation, database management and internet security. The following are the main objectives of this course:

• To familiarize the students with the world of IT and IT enabled services.

• To provide an in-depth training in use of data entry, internet and internet tools.

• To develop practical knowledge of digital documentation, spreadsheets and presentation.

• To enable the students to understand database management system and have updated knowledge about digital record keeping.

• To make the students capable of getting employment in Private Sector, Public Sector, Ministries, Courts, House of Parliament and State Legislative Assemblies.

• To develop the following skills:

1. Data Entry and Keyboarding skills
2. The concept of Digital Documentation
3. The concept of Digital Presentation
4. The concept of Electronic Spreadsheet
5. The concept of Databases
6. Internet Technologies

**SALIENT FEATURES** To be a data entry operator/analyst, one requires a lot of hard work and practical hands-on experience. One should have an intensive knowledge of Office applications, computer operations, and knowledge of clerical, administrative techniques and data analysis. Along with this, as a data entry operator/analyst, you will be expected to have fast typing speed, accuracy, and efficiency to perform tasks. As a data entry operator/analyst, one should improve their computer skills, numerical and literacy skills. These skills can help one expand into a new career path in the future.

**COURSE OUTCOME:** On completion of the course, students should be able to:

• Apply effective oral and written communication skills to interact with people and customers;

• Identify the principal components of a computer system; Demonstrate the basic skills of using computer;

• Demonstrate self-management skills;

• Demonstrate the ability to provide a self-analysis in context of entrepreneurial skills and abilities;

• Demonstrate the knowledge of the importance of green skills in meeting the challenges of sustainable development and environment protection;

• Work safely on the computer

• Start the computer

• Open and use the related software.

• Exit from the software.

• Shut down the computer

• Use the computer for data entry process.

• Collect all necessary information about the query.

• Log any decision about the query on the data entry tracking form.

• Follow Rules and guidelines for data entry.

• Handle queries.

• Undertake data entry with speed and accuracy**.**

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