

Specification Sheet for Computer Operation Level-III

Job-1: Type Text with maintaining standard Speed

Condition for the job: Work must be carried out in a safer manner and according to Computer Operation in ICT Sector, Level-III Standards

Content of English Typing:

Allocated Time: 10 Minutes

During the early 9th century, the greater Chittagong area, including Cox's Bazar, was under the rule of Arakan kings until its conquest by the Mughals in 1666. When the Mughal Prince Shah Shuja was passing through the hilly terrain of the present-day Cox's Bazar on his way to Arakan, he was attracted to its scenic and captivating beauty. He commanded his forces to camp there. His retinue of one thousand palanquins stopped there for some time. A place named Dulahazara, meaning "one thousand palanquins," still exists in the area. After the Mughals, the place came under the control of the Tipras and the Arakanese, followed by the Portuguese and then the British.

The name Cox's Bazar originated from the name of a British East India Company officer, Captain Hiram Cox, who was appointed as the superintendent of Palonki (today's Cox's Bazar) outpost. He succeeded Warren Hastings, who became the Governor of Bengal following the British East India Company Act in 1773. Cox embarked upon the task of rehabilitation and settlement of the Arakanese refugees in the area. He rehabilitated many refugees in the area but died in 1799 before finishing his work. To commemorate him, a market was established and named after him, called Cox's Bazar. Cox's Bazar was first established in 1854 and became a municipality in 1869.

After the Sepoy Mutiny in 1857, the British East India Company was highly criticized on humanitarian grounds, especially for its opium trade monopoly over the Indian Sub-Continent. However, after its dissolution on 1 January 1874, the company's assets, including its armed forces, were acquired by the British Crown. After this takeover, Cox's Bazar was declared a district of the Bengal Province under the British Crown.

Just after the end of British rule in 1947, Cox's Bazar became part of East Pakistan. Captain Advocate Fazlul Karim, the first post-independence chairman of Cox's Bazar Municipality, established the Tamarisk Forest along the beach. He wanted to attract tourists as well as protect the beach from tsunamis.

Bangladesh Technical Education Board (BTEB)

Content for Bangla typing:

Allocated Time: 10 minues

বিশেষ দ্রুত গতিতে অ্যাডভান্স হচ্ছে প্রযুক্তি। আর এই যাত্রার কার্যৎ ভূমিকা রয়েছে আর্টিফিশিয়াল ইন্টেলিজেন্স বা কৃত্রিম বুদ্ধিমত্তা। যার উপর ভর করে নিজেদের পরিসেবা আরও গুটিয়ে তুলছে প্রযুক্তি সংস্থাগুলি বিশেষ বর্তমানে ওপেন এআই এর দুনিয়ায় শিরোনামে রয়েছে চ্যাট জিপিটি। আর্টিফিশিয়াল ইন্টেলিজেন্স ভিত্তিক একটি সার্চ ওপেন এআই এর দুনিয়ায় শিরোনামে রয়েছে চ্যাট জিপিটি। আর্টিফিশিয়াল ইন্টেলিজেন্স ভিত্তিক একটি সার্চ টুল। এখনও পর্যন্ত ওপেন এআই ক্ষেত্রে সাড়া ফেলেছিলো জিপিই এটি ছিল একটি ওপেন এআই ইমেজ জেনারেটার যা টেক্সট থেকে ছবি তৈরি করতে সাহায্য করত।

তবে চলতি বছর নভেম্বর মাসে চ্যাট জিপিটির আগমনের ফলে সোশ্যাল মিডিয়ায় টেক উৎসাহীদের মধ্যে হইচই পড়ে গিয়েছে। কিন্তু কী এই চ্যাট জিপিটি? এই প্রযুক্তি নিয়ে সবাই এত উদ্বৃত্তিপূর্ণ কেন? চলুন কিছু তথ্য জেনে নেওয়া যাক।

চ্যাট জিপিটি হল একটি চ্যাটবট যা অমরা মাঝে মধ্যেই বিভিন্ন সোশ্যাল মিডিয়া অ্যাপে দেখে থাকি। তবে এটির গঠন এবং কাজ করার পদ্ধতি সম্পূর্ণ আলাদা। এই চ্যাটবট তৈরী করা হয়েছে জিপিটি ও (জেনারেটিভ প্রিড্রেইনড ট্রান্সফরমার ৩) এর উপর ভিত্তি করে এটি একটি অত্যাধুনিক ভাষা প্রক্রিয়াকরণ এআই মডেল ওপেন এআই দ্বারা তৈরি এই চ্যাটবট মানুষের মতো টেক্সট তৈরি করতে সক্ষম ইউজারের যে কোনও প্রশ্নের উত্তর খুব গঠন মূলক এবং সহজ ভাবে প্রদর্শন করে এই চ্যাটবট।

এআই মডেলের দ্বারা তৈরি চ্যাটবট সম্পূর্ণ নির্ভুল এবং যুক্তিযুক্ত ভাবে রেজাল্ট প্রদর্শন করে যার ফলে উক্ত ইউজারের বুঝাতে সুবিধা হয় এবং কোনও ত্রুটীয় পক্ষের হস্তক্ষেপ অর্থাৎ বিজ্ঞাপন ছাড়াই কাজ করে এই চ্যাটবট। এই চ্যাটবট আপনার জন্য কবিতা লিখে দিতে পারে, আপনার প্রশ্নের উত্তর লিখে দিতে পারে, অর্থনীতি-রসায়ন থেকে শুরু করে একাধিক প্রশ্নের উত্তর দিতে সক্ষম এই চ্যাটবট।

SPECIAL INSTRUCTIONS:

- Required typing speed 30 WPM (word per minute) in English.
- Required typing speed 25 WPM (word per minute) in Bangla.

Resources Required:

Tools, Equipment, and furniture	1. Personal Computer – 1 set 2. Ergonomic Chair and Table – 1 Pc
Software/apps	1. Operating Software – Windows 2. Word Processing software
PPE	1. Rubber sole Shoes / Sandal- pair

Model Test- 06 (level-03)
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Specification Sheet for Computer Operation Level-III

Job-2: Prepare the resume using word Processing software

Condition for the job: Work must be carried out in a safer manner and according to Computer Operation in ICT Sector, Level-III Standards

Resources Required:

Tools , Equipment, and furniture	3. Personal Computer-1 set 4. Printer-1 No 5. USB/Pen drive -1 No 6. Ergonomic Chair and Tabil-1 pc
Software/apps	3. Operation Software –Windows 4. word processing software
PPE	2. Rubber sole Shoes/Sandal -1 pair or insulated floor mat

Bangladesh Technical Education Board (BTEB)

Job Sheet for Computer Operation Level-III

Job-2: Prepare the resume using word Processing software

Time: 01 Hours

Steps required following for performing the job:

1. Wear appropriate PPE for the Job
2. Read the provided Job and Specification sheet
3. Collect all needed materials and equipment
4. Prepare the tools equipment and materials for use
5. Ensure ergonomic health and safety procedures as per job requirements
6. Check necessary software as per job requirements
7. Ensure availability of required Bangla and English fronts for typing.
8. Create a new folder as per Assessor's Instruction.
9. Create a new file name "Job -2_Your Name" for preparing the document and saved in the folder you created as per the assessor's instruction
10. Set interface as per job requirements (Show rulers, Set view as print layout)
11. Set page size –orientation and margins as per specification sheet
(Page size-A4 Orientation –Portrait to 1st, Landscape to 2nd page, Margin –Top -1in Bottom-0.8in, Left-1.5in, Right-0.5)
12. Prepare documents as per sample / instruction stated in the specification.
13. Ensure the break options are applied as per instruction stated in the specification.
14. Ensure the formatting is applied to the contents as per sample / Instructions.
15. Perform Spell Check for English.
16. Review the document against the specification
17. Protect the document using the Password: (Password – 123)
18. Check the print preview and adjust it (If required)
19. Save the document both .docx and .pdf file after finalizing
20. Print the document using the printer both side option from the setting.
21. Submit transfer the final file to the concerned assessor using appropriate media
22. Clean tools, equipment, materials and work area.
23. Store tools equipment and materials as per instruction.

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Content for Page 01

Part-01

[Font- Verdana; Font Size-13, No of Column: 02, Shape size for Picture- 1.2 x 1.2 in]

Resume

Resume of
"YOUR NAME"
Phone: 01234 567 890
Email: ajaidid899@gmail.com

Mailing Address:
House #00, Road # 11
Area Name,
District Name



Part-02

[Font- Verdana; Font Size-13, No of Column: 02, For Paragraph-Line Spacing – Multiple, 1.5
Indentation, 0.75 in and Alignment – Justify; after spacing after 8 PT for Titles]

OBJECTIVE

To develop my career in a challenging position in a recognition of as a freelance expert.
Work in such an environment where there is an opportunity for self-assessment and self-improvement and a rewarding position in a winning organization.

AREA OF INTEREST

TVET, Teaching-Learning, ICT, and Travelling.

PROFSSIONAL TRAINING

Course Title	Institution	Place		
Training Program on MS-Word	DTE	Agargaon, Dhaka		
Training Program on MS-Excel	DMPI			
Training Program on Soft Skill	BMET		Kakrail, Dhaka	
Frequency (Put tick mark)=	1	2	3	4

PROFESSIONAL QUALIFICATION

- NSC- 1, IT Support Technician, *NTVQF level- 1*
- NSC- 2, Computer Operation, *NTVQF level- 1 & 2 (V- 1)*

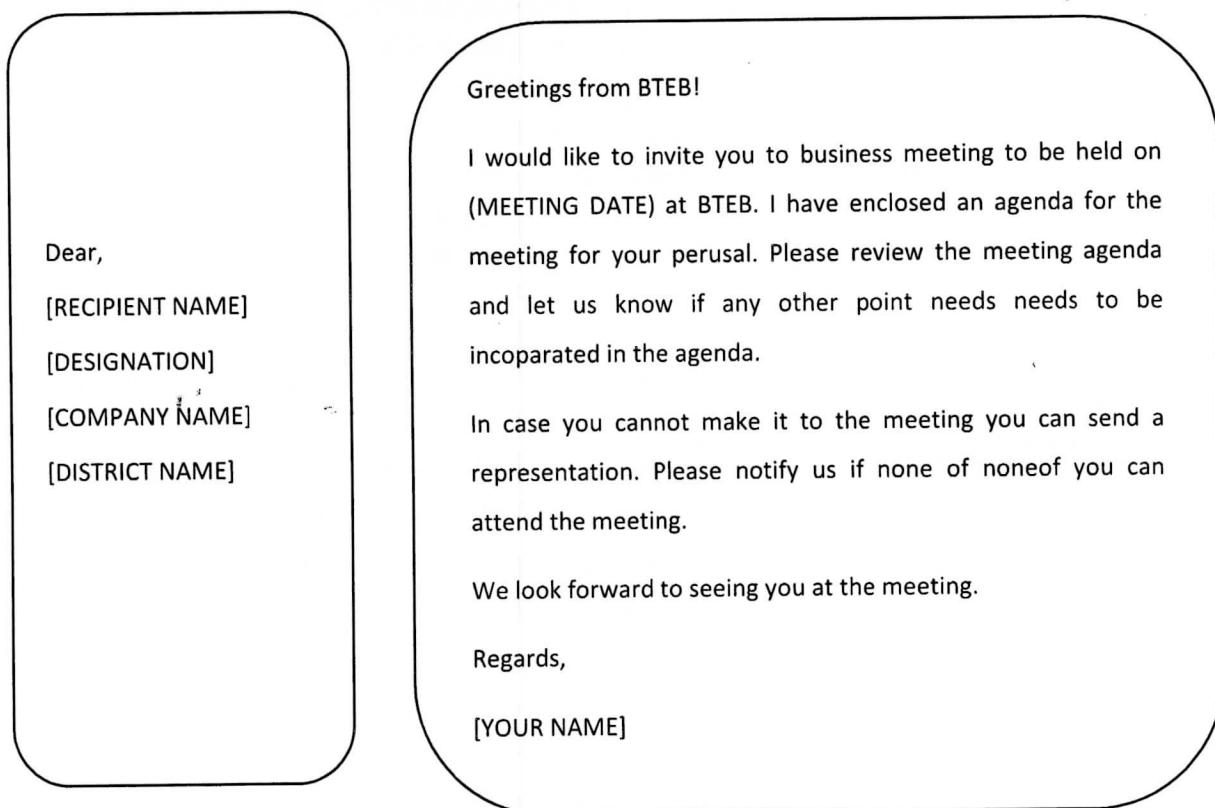
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Content for Page 02

Prepare an Invitation letter for 5 different persons from different company and districts for a business meeting using mail merge option and shape as per sample:

Invitation Letter

[Font –Calibri; Font size – 12, Line spacing –Multiple 1.15 and Alignment – Justify]



Additional Instructions

- Footer --“File path / Location of your file “Only in 2nd page, Position: Left side
- Page number -- Position , Right side , Only in 2nd page
- Page Border -- only in 2nd page (Apply measure from the text).

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Job Sheet for Computer Operation Level-III

Job-3: Prepare an Electricity Bill Using spreadsheet application

Time: 45 Minutes

Steps required following for performing the job:

1. Wear appropriate PEP for the job.
2. Read the provident Job and Specification sheet.
3. Collect all needed materials, supplies, and equipment.
4. Prepare the tools equipment and materials for use.
5. Ensure ergonomics health and safety procedures as per job requirements.
6. Check necessary software as per job requirements.
7. Create a new folder in a place and named it as per the assessor's instruction.
8. Create a new file named "Job-Your Name "for preparing the document and saved it in the folder you created as per the assessor's instruction.
9. Set view of spreadsheet interface as per job requirements (Check view-page layout and ruler, formula bar, heading is previewed).
10. Set view of spreadsheet interface as per job requirements.
11. Insert contents as per specification .(Font-Arial; Font size-12)
12. Perform cell formatting as per data type including cell border.
13. Apply formulas and functions using appropriate operators as per requirements.
14. Sort data with the criteria stated in speciation sheet.
15. Filter data with required conditions as instructed by assessor.
16. Identify duplicate values and mark with same color.
17. Perform Spell check (for English).
18. Review worksheet against job specification.
19. Protect worksheet using the password (Password-123)
20. Save workbook using both .xlsx and .CSV file after finalizing.
21. Print the worksheet as PDF in single page.
22. Submit/transfer the final file to the competency assessor using appropriate media.
23. Clean tools, equipment, materials, and work area.
24. Store tools, equipment and materials as per instruction.

Note: During the assessment event, prepare and submit the output for the job to the accredited assessor.

Model Test- 06 (level-03)
Bangladesh Technical Education Board (BTEB)

Specification Sheet for Computer Operation Level-III

Job-3: Prepare an Electricity Bill Using spreadsheet application

Conditions for the job: Work must be carried out in a safe manner and according to Computer operation in ICT Sector, Level-III standards.

Resources Required:

Tools, Equipment, and furniture	7. Personal Computer – seat 8. Printer – 1 No 9. USB/Pen drive -1 No 10. Ergonomic Chair and Table – 1 Pc
Software/apps	5. Operating Software – Windows 6. Spread sheet analysis software
PPE	3. Rubber sole Shoes/Sandal-1 pair or insulated floor mat.

Sample of the worksheet

<u>Electricity Bill</u>								Issued on -05 07 0000	
Month – June									
SI No.	Name	Area	Previous Unit	Current Unit	Consumed Unit	Electricity Charge	Service Charge	Bill Amount	Average (Area 2)
1	Almas	Area-1	50012	50150					
2	Karim	Area-2	00079	00346					
3	Manir	Area-3	61400	61488					
4	Anil	Area-4	21105	21509					
5	Jalal	Area-5	03511	03516					
6	Kabir	Area-6	40005	40378					
7	Mosin	Area-7	30052	30144					

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Condition For the Job:

1. For Calculating Unit Consumed:

Consumed Unit = Current Unit – Previous Unit

2. For Calculating the “Electricity Charge”

Electricity Charge is 10/= per unit for less than 100 Consumed Unit

Electricity Charge is 12/= per unit for between 100 and 200 Consumed Unit

Electricity Charge is 13/= per unit for more than 200 Consumed unit

Minimum Electricity Charge is 200/=

3. For calculating the “Service Charge”:

BDT 300 for “Area-1”

BDT 500 for “Area-2”

BDT 600 for “Area-3”

4. For Calculating the “Bill Amount”: Electricity Charge = Area Charge.

5. For Calculating Average : Use only the values of “Area-2”

Additional instructions

- Make a copy of the Worksheet within the same workbook and named it “Filter”
- Set the filter option using header row.
- Sorting the spreadsheet by “Bill Amount” using descending Order.
- Use the same fill and font Color of the cell Contain Duplicate Value.
- Set Page number at footer of the Worksheet.

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Specification Sheet for Computer Operation Level-III

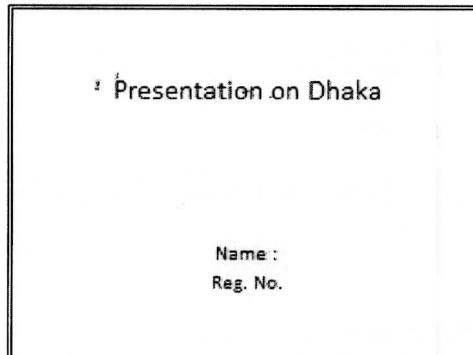
Job-4: Prepare a Presentation as per Sample & Condition stated in Application where using Presentation Application

Conditions for the job: Work must be carried out in a safe manner and according to Computer operation in ICT Sector, Level-III standards.

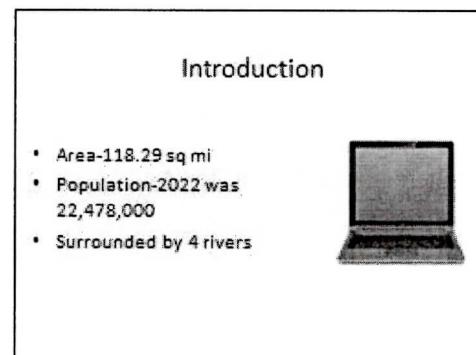
Resources Required:

Tools, Equipment, and furniture	1. Personal Computer – seat 2. Printer – 1 No 3. USB/Pen drive -1 No 4. Ergonomic Chair and Table – 1 Pc
Software/apps	1. Operating Software – Windows 2. Spread sheet analysis software
PPE	1. Rubber sole Shoes/Sandal-1 pair or insulated floor mat.

Sample of the Presentation Slides



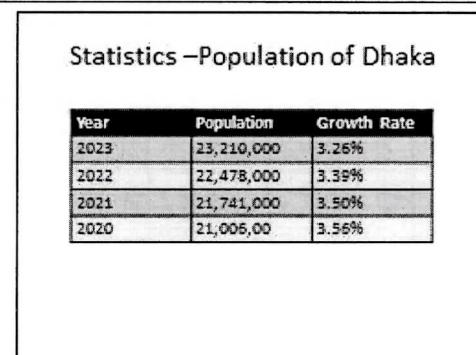
Slide 01; Title Slide



Slide 02 : Introduction, Picture Size 4 in X 3.35 in

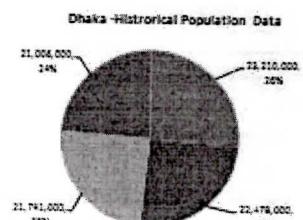


Slide 03: Historical Place



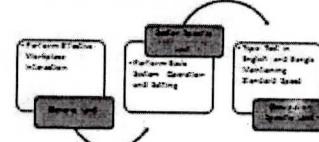
Slide 04: Statistic Chart with Table (Col-3, Row-5)

Statistics –Population of Dhaka



Slide 05: Pie Chart

Sample –Smart Art



Slide 06: Use Smart Art

Pendulum Motion



Slide 07: Use Motion Path

THANK YOU!

Slide 08: "Thank You" with Animation

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Conditions for the job:

1. Font Arial
2. Font size : 54 for the title of title slide 44 for Slide title 25 for All body text
3. For Slide -7 Ensure motion will continuing until end of the slide
4. Put the text “Computer Operation , L-3 and slide number at footer
5. Set animation to all slide using –
Slide transition Blinds/ Switch / Dissolve
Transition Speed Slow
6. Setting timing Automatically afar 00.02 Seconded
7. Duration 1.25 min

Additional Instructions

- Insert a new slide before Last slide (Thank you!) and place 5 symbols as you wish
- For print include header and footer and use the landscape orientation

Model Test- 06 (level-03)
Bangladesh Technical Education Board (BTEB)

Specification Sheet for Computer Operation Level-III

Job-5 (A) : Prepare and Submit Form using web Platform

Conditions for the job: Work must be carried out in a safe manner and according to Computer operation in ICT Sector, Level-III standards.

Form Title - Assessment on Computer Operation

Subtitle - NSC Level-3

Description - This form is used only for assessment purpose to show the competency related to Computer operation occupation level-3 of ICT sector.

Fields-

- Name (Mandatory)
- Email (Mandatory)
- Mobile No (Mandatory) with validation setting for number only.
- Attached_doc (Mandatory) - No of Attachment-2, file type - PDF

Resources Required:

Tools, Equipment, and furniture	1. Personal Computer - 1 set with an Internet connection 2. Ergonomic Chair and Table - 1 Pc
Software/apps	1. Operating Software - Windows 2. Google form
PPE	1. Rubber sole Shoes/Sandal - 1 pair

Specification Sheet for Job 05(B)

Condition for the Job: Work must be carried out in a safe manner and according to Computer operation (Level - 3) standards.

Platform - Zoom

Social media - WhatsApp

Calendar - Google Calendar

Resources Required:

Tools, Equipment, and furniture	1. Personal Computer – 1 Set with Internet connection 2. Headset – 1 Pc 3. Ergonomic Chair and Table – 1 Pc
Software/apps	1. Operation software – Windows 2. Zoom 3. Google Calendar 4. WhatsApp
PPE	1. Rubber sole Shoes/Sandal – 1 pair

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Time: 40 Minute

Steps required to follow for performing the job:

1. Wear appropriate PPE performing the job.
2. Read the provided Job and Specification sheet.
3. Collect all needed materials, supplies, and equipment.
4. Prepare the tools equipment and maternal for use.
5. Ensure ergonomics health and safety procedures as per job requirements.
6. Check necessary software as per job requirements.
7. Create a new folder in a place and named it as per the assessor's instruction.
8. Create a new file named "Job-4_Your Name- for preparing the document and saved it in the folder you created as per the assessor's instruction.
9. Set view of spreadsheet interface as per job requirements
(Check view - page layout and ruler, formula bar, heading is previewed)
10. Set page size, orientation, and margins.
(Page size -A4; Orientation -Portrait; Margin -Top -1 in, Bottom - 0.7 in, Left - 1.5 in, Right - 0.5 in)
11. Insert contents as per specification. (Font - Arial; Font size - 12).
12. Perform cell formatting as per data type including cell border.
13. Apply formulas and functions using appropriate operators as per requirement.
14. Sort data with the criteria stated in specification sheet.
15. Filter data with required conditions as instructed by assessor.
16. Identify duplicate values and mark with same colour.
17. Review worksheet against job specification.
18. Protect worksheet using the password (Password -123).
19. Save workbook using both xlsx and csv file after finalizing.
20. Print the worksheet as PDF in single page.
21. Submit/transfer the final file to the competency assessor using appropriate media.
22. Clean tools, equipment, materials, and work area.
23. Store tools, equipment, and materials as per instruction.

Note: During the assessment event, prepare and submit the output for the job to the accredited assessor

Sample of the worksheet

Sl	Name	Std. ID	Bangla (100)	English (100)	Math (100)	Total	Letter Grade	Rank	No. of pass	Max. Mark
1	Mamun	101	56	55	78					
2	Parsia	102	41	A	45					
3	Odhora	103	54	55	80					
4	Pata	104	77	67	64					
5	Puja	105	58	47	22					
6	Jakir	106	68	62	92					

Condition for this job:

1. Select paper Size: A4
2. Set Margins: Top – 1”, Bottom – 0.7”, Left- 1.5”, Right- 0.5;
3. Create and save spreadsheet as per sample to your created folder as name “XL_YourName”.
4. Condition for the Job:
 - Conditions for calculating the “Total” marks
Calculate the total marks if obtained marks of all subjects are passed otherwise print “F” and passed marks is 40.
 - Conditions for calculating the “Letter Grade” according to Total marks
 - Total mark greater than or equal 80% then “A”
 - Total mark is between 60% and 79% then “B”
 - Total mark is between 40% and 59% then “C”
 - Otherwise “F”
5. Sorting the Result Sheet by “Total” using descending order.
6. Set the rank position using RANK function.
7. Calculate the “Max. Mark” from all passed students.
8. Calculate the “Average” for all student.
9. Filter all A grade students
10. Set page number at footer of the worksheet.
11. Save and Submit the Spreadsheet to Assessor as per Assessor’s instruction.