

## Teaching and Training

Students will gain knowledge and skills related to various tasks for the job role of Domestic Data Entry Operator through classroom teaching, practical training in Lab, exposure to activities during field visits and on-the-job training.

## Job Opportunities

Data Entry Operator, DTP Operator, Computer Operator, Office Assistant, Typist

## Related Websites

### About Sector:

<https://www.sscnasscom.com>

### About Higher Education

<https://www.ugc.gov.in>

### About Curriculum and Courseware

<https://www.psscive.ac.in>

### About Apprenticeship Training

<https://www.apprenticeshipindia.gov.in>

### About Career Opportunities

<https://www.ncs.gov.in>



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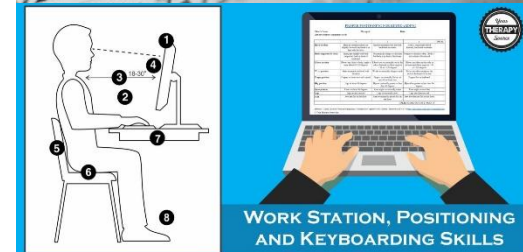
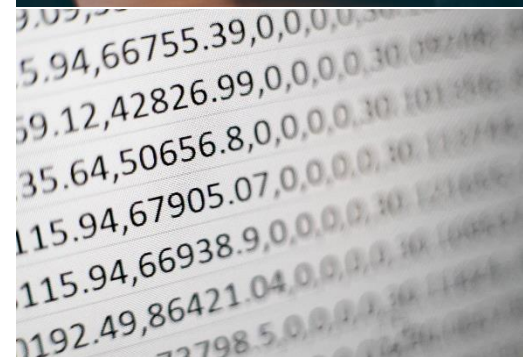
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**[www.psscive.ac.in](http://www.psscive.ac.in)**

## Domestic Data Entry Operator

**(Grades 9 & 10)**

**QP Code: SSC/Q2212**





## Introduction

**Vocational subjects** are being offered along with general education subjects from Grades 9 to 12 under the scheme of *Samagra Shiksha*. The Ministry of Education, Government of India is implementing *Samagra Shiksha* in schools.

The curricula and textbooks for the vocational subjects have been developed by the PSS Central Institute of Vocational Education (PSSCIVE) as per the National Occupation Standards for the Job Roles approved under the National Skills Qualifications Framework (NSQF) in various sectors.

## About the Sector

**IT-ITeS Sector** is divided into four major segments – IT services, Business Process Management (BPM), software products and engineering services, and hardware. It provides the various job roles for school education, such as Domestic Data Entry Operator, CRM Domestic Voice, Domestic Biometric Data Operator, Junior Software Developer and Web Developer are in high demand.

## About the Job Role

Domestic Data Entry Operator is responsible for electronic entry of data from the client side to office or vice-versa. They should possess knowledge and skills in basic keyboarding, textual and numeric data entry with speed and accuracy, word processing, tabulation in spreadsheet, creating presentation and data processing using database application. The speed and accuracy of data entry is essential skill for this job role.

## Minimum Qualifications

The candidate should have passed Grade 8, possesses the ability to read/write and communicate effectively.

## Course Outline

### Grade 9

Part A	Employability Skills
Unit 1	Communication Skills I
Unit 2	Self-management Skills I
Unit 3	Information and Communication Technology Skills I
Unit 4	Entrepreneurship Skills I
Unit 5	Green Skills I
Part B	Vocational Skills
Unit 1	Introduction to IT Industry
Unit 2	Data Entry and Keyboarding Skills
Unit 3	Digital Documentation
Unit 4	Electronic Spreadsheet
Unit 5	Digital Presentation

### Grade 10

Part A	Employability Skills
Unit 1	Communication Skills II
Unit 2	Self-management Skills II
Unit 3	Information and Communication Technology Skills II
Unit 4	Entrepreneurship Skills II
Unit 5	Green Skills II
Part B	Vocational Skills
Unit 1	Digital Documentation (Advanced)
Unit 2	Electronic Spreadsheet (Advanced)
Unit 3	Database Management System
Unit 4	Occupational Health and Safety