

## Course on Computer Concepts [CCC]

### Objective:

The course is designed to equip a person to use computers for professional as well as day to day use. It provides theoretical background as well as in depth knowledge of Software/ packages. After completing the course the incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers;
- Use e-Governance applications; and use computer to improve existing skills and learn new skills
- Understanding Social Networking platform
- Using internet for Digital Financial services
- Develop knowledge about Futureskills

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government.

### Duration:

**80 Hours - (Theory: 32 hrs + Practical: 48 hrs )**

**This course can also be offered as 10 days full time intensive course.**

### Eligibility:

No minimum qualification is required for applying and appearing for the examination in Course on Computer Concepts [CCC].

### Job Role :

**Computer Operator, Data Entry Operator and Social Media Operator**

### Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcomes
			Theory	Lab	
1	<b>Chapter-1 Introduction to Computer</b>	1.0 Introduction 1.1 Objectives 1.2 Computer and Latest IT gadgets 1.2.1 Evolution of Computers & its applications 1.2.2 IT gadgets and their applications 1.3 Basics of Hardware and Software 1.3.1 Hardware	3	3	After completion of this chapter, the candidate will be able to <ul style="list-style-type: none"> <li>• identify computers, IT gadgets and explain their evolution and</li> </ul>

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		<p>1.3.1.1 Central Processing Unit 1.3.1.2 Input devices 1.3.1.3 Output devices 1.3.1.4 Computer Memory &amp; storage 1.3.2 Software 1.3.2.1 Application Software 1.3.2.2 Systems Software 1.3.2.3 Utility Software 1.3.2.4 Open source and Proprietary Software 1.3.2.5 Mobile Apps 1.4 Summary 1.5 Model Questions and Answers</p>			<p>applications.</p> <ul style="list-style-type: none"> <li>• Get familiar with various input, output and hardware components of a computer along with storage devices.</li> <li>• Get familiar with various types of softwares, utilities used for computer and mobile apps.</li> </ul>
2	<b>Chapter-2 Introduction to Operating System</b>	<p>2.0 Introduction 2.1 Objectives 2.2 Operating System 2.2.1 Basics of Operating system 2.2.2 Operating Systems for Desktop and Laptop 2.2.3 Operating Systems for Mobile Phone and Tablets 2.3 User Interface for Desktop and Laptop 2.3.1 Task Bar 2.3.2 Icons &amp; shortcuts 2.3.3 Running an Application 2.4 Operating System Simple Setting 2.4.1 Using Mouse and Changing its Properties 2.4.2 Changing System Date and Time 2.4.3 Changing Display Properties 2.4.4 To Add or Remove Program and Features 2.4.5 Adding, Removing &amp; Sharing Printers 2.5 File and Folder Management 2.6 Types of file Extensions 2.7 Summary 2.8 Model Questions and Answers</p>	3	4	<p>After learning this chapter, candidate will be</p> <ul style="list-style-type: none"> <li>• Well acquainted with Operating System and its applications for both desktop and mobile devices.</li> <li>• able to identify various desktop screen components and modify various properties, date, time etc.</li> <li>• able to add and remove new program and features, manage files and folders.</li> <li>• Well versed with printing and know various types of file extensions.</li> </ul>
3.	<b>Chapter-3 WORD PROCESSING</b>	<p>3.0 Introduction 3.1 Objective 3.2 Word Processing Basics 3.2.1 Opening Word Processing Package 3.2.2 Title Bar, Menu Bar, Toolbars &amp; Sidebar 3.2.3 Creating a New Document 3.3 Opening and Closing Documents 3.3.1 Opening Documents 3.3.2 Save and Save As 3.3.3 Closing Document 3.3.4 Using The Help 3.3.5 Page Setup 3.3.6 Print Preview 3.3.7 Printing of Documents 3.3.8 PDF file and Saving a Document as PDF file</p>	4	8	<p>After completion of this chapter, candidate will have</p> <ul style="list-style-type: none"> <li>• In depth Knowledge of Word Processing, their usage, details of word processing screen.</li> <li>• Opening, saving and printing a document including pdf files.</li> <li>• Document creation, formatting of text,</li> </ul>

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		<p>3.4 Text Creation and manipulation</p> <p>3.4.1 Document Creation</p> <p>3.4.2 Editing Text</p> <p>3.4.3 Text Selection</p> <p>3.4.4 Cut, Copy and Paste</p> <p>3.4.5 Font, Color, Style and Size selection</p> <p>3.4.6 Alignment of Text</p> <p>3.4.7 Undo &amp; Redo</p> <p>3.4.8 AutoCorrect, Spelling &amp; Grammar</p> <p>3.4.9 Find and Replace</p> <p>3.5 Formatting the Text</p> <p>3.5.1 Paragraph Indentation</p> <p>3.5.2 Bullets and Numbering</p> <p>3.5.3 Change case</p> <p>3.5.4 Header &amp; Footer</p> <p>3.6 Table Manipulation</p> <p>3.6.1 Insert &amp; Draw Table</p> <p>3.6.2 Changing cell width and height</p> <p>3.6.3 Alignment of Text in cell</p> <p>3.6.4 Delete / Insertion of Row, Column and Merging &amp; Splitting of Cells</p> <p>3.6.5 Border and Shading</p> <p>3.7 Mail Merge</p> <p>3.8 Shortcut Keys</p> <p>3.9 Summary</p> <p>3.10 Model Questions and Answers</p>			<p>paragraph and whole document.</p> <ul style="list-style-type: none"> <li>• Inserting Header and Footer on the document</li> <li>• Finding text on a word document and correcting spellings.</li> <li>• Able to insert and manipulate tables, enhance table using borders and shading features.</li> <li>• Can prepare copies of a document labels etc for sending various recipients using Mail Merge.</li> </ul>
4.	<p><b>Chapter-4</b></p> <p><b>SPREAD SHEET</b></p>	<p>4.0 Introduction</p> <p>4.1 Objectives</p> <p>4.2 Elements of Spread Sheet</p> <p>4.2.1 Creating of Spread Sheet</p> <p>4.2.2 Concept of Cell Address [Row and Column] and selecting a Cell</p> <p>4.2.3 Entering Data [text, number, date] in Cells</p> <p>4.2.4 Page Setup</p> <p>4.2.5 Printing of Sheet</p> <p>4.2.6 Saving Spreadsheet</p> <p>4.2.7 Opening and Closing</p> <p>4.3 Manipulation of Cells &amp; Sheet</p> <p>4.3.1 Modifying / Editing Cell Content</p> <p>4.3.2 Formatting Cell (Font, Alignment, Style )</p> <p>4.3.3 Cut, Copy, Paste &amp; Paste Special</p> <p>4.3.4 Changing Cell Height and Width</p> <p>4.3.5 Inserting and Deleting Rows, Column</p> <p>4.3.6 AutoFill</p> <p>4.3.7 Sorting &amp; Filtering</p> <p>4.3.8 Freezing panes</p> <p>4.4 Formulas, Functions and Charts</p> <p>4.4.1 Using Formulas for Numbers (Addition, Subtraction, Multiplication &amp; Division)</p> <p>4.4.2 AutoSum</p> <p>4.4.3 Functions (Sum, Count, MAX, MIN, AVERAGE)</p> <p>4.4.4 Charts (Bar, Pie, Line)</p> <p>4.5 Summary</p> <p>4.6 Model Questions and Answers</p>	4	8	<p>After completion of this chapter, candidate will have good hands-on practice on</p> <ul style="list-style-type: none"> <li>• Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen.</li> <li>• Opening, saving and printing a Spreadsheet.</li> <li>• Spreadsheet creation, inserting and editing data in cells, sorting and filtering of data.</li> <li>• Inserting and deleting rows /columns.</li> <li>• Applying basic formulas and functions.</li> <li>• Prepare chart to represent the information in a</li> </ul>

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					pictorial form.
5.	<b>Chapter-5</b>  <b>Presentation</b>	5.0 Introduction 5.1 Objectives 5.2 Creation of Presentation 5.2.1 Creating a Presentation Using a Template 5.2.2 Creating a Blank Presentation 5.2.3 Inserting & Editing Text on Slides 5.2.4 Inserting and Deleting Slides in a Presentation 5.2.5 Saving a Presentation 5.3 Manipulating Slides 5.3.1 Inserting Table 5.3.2 Adding ClipArt Pictures 5.3.3 Inserting Other Objects 5.3.4 Resizing and Scaling an Object 5.3.5 Creating & using Master Slide 5.4 Presentation of Slides 5.4.1 Choosing a Set Up for Presentation 5.4.2 Running a Slide Show 5.4.3 Transition and Slide Timings 5.4.4 Automating a Slide Show 5.5 Providing Aesthetics to Slides & Printing 5.5.1 Enhancing Text Presentation 5.5.2 Working with Color and Line Style 5.5.3 Adding Movie and Sound 5.5.4 Adding Headers, Footers and Notes 5.5.5 Printing Slides and Handouts 5.6 Summary 5.7 Model Questions and Answers	4	8	After completion of this chapter, candidate will have good hands-on practice on <ul style="list-style-type: none"> <li>• Basic Knowledge of PowerPoint presentations.</li> <li>• Opening/saving a presentation and printing of slides and handouts.</li> <li>• Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, multimedia formatting etc.</li> <li>• Running a slide show with various transitions.</li> </ul>
6.	<b>Chapter-6</b>  <b>INTRODUCTI ON TO INTERNET AND WWW</b>	6.0 Introduction 6.1 Objectives 6.2 Basic of Computer Networks 6.2.1 Local Area Network (LAN) 6.2.2 Wide Area Network (WAN) 6.2.3 Network Topology 6.3 Internet 6.3.1 Concept of Internet & WWW 6.3.2 Applications of Internet 6.3.3 Website Address and URL 6.3.4 Introduction to IP Address 6.3.5 ISP and Role of ISP 6.3.6 Internet Protocol 6.3.7 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) 6.3.8 Identifying and uses of IP/MAC/IMEI of various devices 6.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.) 6.5 Exploring the Internet 6.5.1 Surfing the web 6.5.2 Popular Search Engines 6.5.3 Searching on Internet 6.5.4 Downloading Web Pages 6.5.5 Printing Web Pages	3	4	After completion of this chapter, candidate will be able to: <ul style="list-style-type: none"> <li>• Gather knowledge of various types of networks and topologies.</li> <li>• Get an overview of Internet, its applications and various browsers available to access the internet.</li> <li>• Connect to Internet using various modes of connections/device s available.</li> <li>• Get knowledge of device identification on local network as well as on Internet for both Desktop</li> </ul>

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		6.6 Summary 6.7 Model Questions and Answers			and Mobile Devices. • Can search Information on the Internet on various topics. • Download and print web pages.
7.	<b>Chapter-7</b> <b>E-mail, Social Networking and e-Governance Services</b>	7.0 Introduction 7.1 Objectives 7.2 Structure of E-mail 7.3 Using E-mails 7.3.1 Opening Email account 7.3.2 Mailbox: Inbox and Outbox 7.3.3 Creating and Sending a new E-mail 7.3.4 Replying to an E-mail message 7.3.5 Forwarding an E-mail message 7.3.6 Searching emails 7.3.7 Attaching files with email 7.3.8 Email Signature 7.4 Social Networking & e-Commerce 7.4.1 Facebook, Twitter, LinkedIn, Instagram 7.4.2 Instant Messaging (WhatsApp, Facebook Messenger, Telegram) 7.4.3 Introduction to Blogs 7.4.4 Basics of E-commerce 7.4.5 Netiquettes 7.5 Overview of e-Governance Services like Railway Reservation, Passport, eHospital [ORS] 7.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 7.7 Digital Locker 7.8 Summary 7.9 Model Questions and Answers	3	6	After completion of this chapter, candidate will be able to: • Create an email account, compose an email, reply an email and send the email along with attachments. • Get familiar with Social Networking, Instant Messaging and Blogs. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps.
8.	<b>Chapter-8</b> <b>DIGITAL FINANCIAL TOOLS AND APPLICATIONS</b>	8.0 Introduction 8.1 Objectives 8.2 Digital Financial Tools 8.2.1. Understanding OTP [One Time Password]and QR [Quick Response] Code 8.2.2 UPI [Unified Payment Interface] 8.2.3 AEPS [Aadhaar Enabled Payment System] 8.2.4 USSD[Unstructured Supplementary Service Data] 8.2.5 Card [Credit / Debit] 8.2.6 eWallet 8.2.7 PoS [Point of Sale] 8.3 Internet Banking 8.3.1 National Electronic Fund Transfer (NEFT) 8.3.2 Real Time Gross Settlement (RTGS) 8.3.3 Immediate Payment Service (IMPS) 8.4 Online Bill Payment 8.5 Summary 8.6 Model Questions and Answers	4	4	After completion of this chapter, candidate will be able to: • Know the Digital Financial Tools. • Get Knowledge of Internet Banking Modes. • Get familiar with e-Governance Services, e-Commerce and Mobile Apps. • Use the Digital Locker and will be able to store documents in Digital Locker.

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9.	<b>Chapter-9</b>	9.0 Introduction to Futureskills	4	3	After completion of this chapter, candidate will be familiar with the : <ul style="list-style-type: none"> <li>• Latest trends and technologies in upcoming fields in IECT.</li> <li>• Will be able to understand need of Cyber Security and will be able to secure their PC and Mobile devices by using basic security features.</li> </ul>
		<b>Overview of Futureskills &amp; Cyber Security</b> 9.1 Introduction to 9.1.1 Internet of Things (IoT) 9.1.2 Big Data Analytics 9.1.3 Cloud Computing 9.1.4 Virtual Reality 9.1.5 Artificial Intelligence 9.1.6 Social & Mobile 9.1.7 Blockchain Technology 9.1.8 3D Printing/ Additive Manufacturing 9.1.9 Robotics Process Automation 9.2 Cyber Security 9.2.1 Need of Cyber Security 9.2.2 Securing PC 9.2.3 Securing Smart Phone 9.3 Summary 9.4 Model Questions and Answers			
<b>Total Hours = 80</b>			32	48	

For practical purpose latest version of Free Open Source Ubuntu & LibreOffice may be used.

Revised Application Documentation: Version 4 /22 August, 2016

## **QUALIFICATION FILE – Development of Web Application**

### **Name and address of submitting body:**

National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001:2008 Certified Organisation)``

1st & 2nd Floor, Vittiya Bhavan, AFC Building, Md. Shah Road, Paltan Bazar,  
Guwahati - 781008, ASSAM

### **Name and contact details of individual dealing with the submission**

**Name:** Shri. K. Baruah

**Position in the organisation:** Director

**Address if different from above:** N/A

**Tel number(s):** 0361-2131568

**E-mail address:** guwahati@nielit.gov.in

### **List of documents submitted in support of the Qualifications File**

1. Detailed Course Content ( Annexure I)
2. Industry Validation.( Annexure II)
3. Placement Record (Annexure III)

## QUALIFICATION FILE SUMMARY

<b>Qualification Title</b>	Certified Course in Web Designing
<b>Qualification Code</b>	<b>NIELIT/WD/3/17</b>
<b>Body/bodies which will assess candidates</b>	National Institute of Electronics and Information Technology 6-CGO Complex, Electronics Niketan Lodhi Road, New Delhi. 110003.
<b>Body/bodies which will award the certificate for the qualification.</b>	National Institute of Electronics and Information Technology 6-CGO Complex, Electronics Niketan Lodhi Road, New Delhi. 110003.
<b>Body which will accredit providers to offer the qualification.</b>	National Institute of Electronics and Information Technology 6-CGO Complex, Electronics Niketan Lodhi Road, New Delhi. 110003. Presently, Accreditation No: O1283
<b>Occupation(s) to which the qualification gives access</b>	Front end Web Designer, Web Site Maintenance
<b>Proposed level of the qualification in the NSQF.</b>	3
<b>Notional Learning Hours</b>	80 hours for both Theory and Practical Learning(3 months Short term course )
<b>Entry requirements / recommendations.</b>	Basic Computer Knowledge
<b>Progression from the qualification.</b>	<p><b><u>Web Designer- Job Role</u></b></p> <p><b><u>Academic:</u></b></p> <p>After completion of the course student will be able to pursue Microsoft Certified Solutions Developer (MCSD), Responsive Web Design Course, Server Side Script Programming Which Combines a Programming Languages with Database like Dot NET, Java, and ASP with MySQL.</p> <p>Candidate can start from level 3 and lead to further levels.</p> <p><b><u>Professional:</u></b></p> <p>The candidate will be able to do Client side programming and scripting such as Web Site maintenance, Front end Developer. Further getting exposure he/she may able to do Server Side Programming also.</p>
<b>Planned arrangements for RPL.</b>	As per minimum eligibility criteria RPL is not mandatory



**Formal structure of the qualification**

<p><b>Title of NOS/unit or other component</b> (include any identification code used)</p>	<p><b>Mandatory/ Optional</b> Enter M or O for each unit/ component</p>	<p><b>Estimated size (learning hours)</b> The total should be the same as the entry under “anticipated volume” above</p>	<p><b>Level</b> In the NSQF, individual units or components of qualifications can have outcomes which put them at levels which are higher or lower than the whole qualification.</p>
Introduction to Internet to Web Design	Mandatory	04	<b>3</b>
HTML	Mandatory	20	
DHTML	Mandatory	10	
JavaScript	Mandatory	10	
Flash	Mandatory	10	
Photoshop	Mandatory	10	
CSS	Mandatory	06	
Project on Website Development	Mandatory	10	
Including Theory/ Lecture Hours/ Practical Hours		<b>80</b>	
Total Hours		<b>80</b>	

## **SECTION 1** **ASSESSMENT**

### **Name of assessment body:**

National Institute of Electronics and Information Technology  
6-CGO Complex, Electronics Niketan,  
Lodhi Road, New Delhi. 110003.

### **Will the assessment body be responsible for RPL assessment?**

Give details of how RPL assessment for the qualification will be carried out and quality assured.

As per minimum eligibility criteria RPL is not mandatory. However, RPL may be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates.

### **Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:**

Student is required to pass in all OUTCOMES individually. Following assessment methodologies are used.

#### A. Written Assessment (Multiple Choice Questions)

The assessment results are backed by following evidences.

1. The assessor collects a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In charge / Head of the Training Centre.
2. The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same is mentioned in the attendance sheet.
3. The assessor assigns roll number.
4. The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

### **About Examination Pattern:**

A student must score a minimum of 50 marks out of 100 marks. We divide the marks and allot them the Grade

The question papers for the theory are set by NIELIT main centre (Guwahati). They also conduct the evaluation of the laboratory and assignments locally.

#### **Minimum Pass marks:**

The minimum marks to be obtained for declaring a student pass is 50%.

### Components of the Office Automation Examination System:

- **Registration System:** To register the candidate for examination
- **Question pattern:** To prepare Question paper of 50 marks
- **Examination System:** We manage the examination process by taking the candidate signatures along with the left hand thumb impression.
- **Result processing system:** The examination paper are evaluated physically by the faculties and then rechecked and examined again by Higher Authorities.

### About Question Paper Pattern:

It has 50 Questions each carrying 1 mark which includes four sections:-

- 15 MCQ based Questions with one mark each.
- Fill in the blanks which carry 15 marks
- True or false which carry 10 marks
- Match the following of 10 marks

### Salient Features:

- Provide end to end security and the examination paper seal is opened prior to the examination time.
- It conducts examination on candidates that are enrolled in given session.
- The students can again reappear right after the results are out.

**Feedback System:** This system is for conducting “The Student Survey” for quality assurance of education. Students, Faculties and administrators can all benefit from survey. This is helpful in the continual improvements in teaching programs, processes as well as infrastructure and thereby enhancing the students’ learning experience at NIELIT centres.

Please attach any documents giving further information about assessment and/or RPL.

### ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

### Job Role

Web Designer

### Title of Unit/Component:

(Detailed Curriculum attached As Annexure-I)

Assessable Outcomes	Assessment criteria for the outcome	Total Mark	Written
1. Explain Internet Concept, Basics of Web Site	Learn use of Internet.	10	10
	Follow the basics of networking.		
	Learn working principle of internet and WWW.		
	Know the work of Internet Service Providers.		
	Recognize various Servers available.		
	Recognize Various Browsers, also how Client (i.e) browser will communicate with server using		

	internet.		
	<b>Total</b>	<b>10</b>	<b>10</b>
2. Learn to create a web page using HTML	Follow procedure to create a web page using HTML basic Tags	20	20
	Execute the Procedure of split of web pages using HTML Tags		
	Create Forms in web pages		
	Manage the Procedure to decorate the web pages		
	<b>Total</b>	<b>20</b>	<b>20</b>
3. Explain how to create web page dynamically	Create a web page using DHTML basic Tags	20	20
	Learn to create a User Interface Design (UI) using HTML and DHTML		
	<b>Total</b>		
4. Practice concepts of Validating web Page	Learn of the basics of JavaScript	20	20
	Implement Java Script on HTML Web Page		
	<b>Total</b>		
5. Design web page with the help of W3 Standards, also learn to know how to use graphics tools	Apply style on web pages using CSS	20	20
	Execute the use of some graphics tools like photoshop and flash		
	<b>Total</b>		
6. Develop simple project	Able to develop a simple project on web site creation using above learning techniques	10	10
	<b>Total</b>	<b>20</b>	<b>20</b>
	Grand Total	<b>100</b>	<b>100</b>

### Means of assessment 1

Theory portion Assessment will be done Physically by Faculties. Question Paper will be of Objective type

### Pass Percentage

To qualify for a pass in a module, a candidate must have obtained at least 50% in each theory and practical examination. The marks will be translated into grades, while communicating results to the candidates. The gradation structure is as below:-

Pass percentage      Grade

Failed (<50)

F

50%-54%

D

55%-64

C

65%-74%

B

75%-84

A

85% and over

S

**Means of assessment 2**

**Re-examinations:**

The following conditions will be applicable for the course end re-exam:

Students who do not appear for an exam on the scheduled date will not have an automatic right to re-examination. Only those students who, in the opinion of the centre/course coordinator have a genuine reason for being absent may be allowed to appear for a re-exam.

Students who have failed an exam may be allowed to appear for a re-exam.

The re-exam should be conducted following the same process as the regular examination.

Students, who failed/remained absent in the Course End Examination conducted by NIELIT or fail in the, shall be allowed to appear in the re-examination only once.

Students who remain absent re-examination will not get any further chance for appearing for the re-examination. In such case the candidate can receive the Performance Statement and the certificate of participation without any grade.

There will be no re-exam for the re-exam

**Pass/Fail:**

If Candidate scored below 50% in any of the component like Theory will be consider as FAIL.

## **SECTION 2**

### **EVIDENCE OF NEED**

#### **What evidence is there that the qualification is needed?**

In present scenario, e-commerce is an integral part of day to day activities. People buy things online and do online transactions. So, developing and maintaining e-commerce web sites is essential.

The course structure will provide overview of how to design and manage web site efficiently.

Evidences regarding qualification needed for achieving jobs in the field of Web Designing:

1. <http://www.indeed.com/q-Client-Side-Web-Developer-jobs.html>
2. <https://www.naukri.com/web-designer-jobs>

#### **Avenues for Web Developer to their career in the field of Web designing are**

The job profiles for the web developer includes:

- Front end web developer
- Back end web developer
- Web application developer
- Design and layout analyst
- Senior web analyst
- Web marketing analyst

The salary of a web designer vary from company to company, if you are a fresher working in this field then you may get a starting salary of 10000 to 25000 per month. After some experience you can easily make anywhere between 25000 to 40000 per month.

#### **What is the estimated uptake of this qualification and what is the basis of this estimate?**

The estimated uptake of this qualification is minimum 100 candidates per year. Since NIELIT Guwahati has 6 extension centres, among all minimum enrolment is take it for consideration.

#### **What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**

The Qualification does not exist as per information available in public domain.

#### **What arrangements are in place to monitor and review the qualification(s)?**

#### **What data will be used and at what point will the qualification(s) be revised or updated?**

The Qualification is to be monitored and reviewed by Academic committee members for every two years.

With the help of following inputs provided

1. Results Analysis
2. Employer Survey
3. Alumni Survey

### SECTION 3

#### SUMMARY EVIDENCE OF LEVEL

Level of qualification: 3

#### Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

<b>Title : Web Designer</b>			<b>Level : 3</b>
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the job role relates to the NSQF Level Descriptors</b>	<b>NSQF Level</b>
<b>Process required</b>	Candidate can more familiar on web development application with the help of HTML, DHTML and CSS. The theory and practical knowledge will provide a brief knowledge on Web site creation and maintenance.	Peron may carry out a job which may require limited range of activities routine and predictable.	3
<b>Professional knowledge</b>	After acquiring professional knowledge, The Candidate will have a good understanding of how HTML works and how to create dynamic web page with the help of JavaScript and CSS, by using Flash and Photoshop software, able to do some basic GUI designing and photo editing.	Knowledge of facts, principles, processes and general concepts, in a field of work or study.	5
<b>Professional skill</b>	<ul style="list-style-type: none"> <li>• Decision making, plan and organize it.</li> <li>• Applied Creative thinking on their work-related activities.</li> <li>• Ability to communicate verbally to the team members</li> <li>• Documenting Web Application</li> <li>• Recommending web site improvements.</li> <li>• Updating or changes in web site content.</li> </ul>	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	4
<b>Core skill</b>	<ul style="list-style-type: none"> <li>• To identify customer requirements and needs.</li> </ul>	Language to Communicate written or oral, with required	4

	<ul style="list-style-type: none"> <li>• Design UI with above requirements.</li> <li>• To refine preliminary design if necessary.</li> </ul>	clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment	
<b>Responsibility</b>	They would able to develop a web page on Client side. They may able to validate the code on client side scripting .They can assist in design and development phase of the client side project and also maintain web site on client side when required.	Under close supervision. Some responsibility for own work within defined limit	3



## **SECTION 4**

### **EVIDENCE OF RECOGNITION OR PROGRESSION**

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?**

Both Theory and analytics skills are acquired from this qualification, so that the student may upgrade them by taking further course on advance web designing.

1. Source: <http://www.webtechlearning.com/future-career-scope-of-web-designing-course-in-india/>

Today the world is dominated by web. Every business is now conducted globally using the web. In this digital world, the online presence on the web is very important for every organization to advertise, promote and sell their products and services to worldwide user. A candidate who will be learning about the basic of web designing which include HTML, CSS, Php, Photoshop, Dreamweaver, Word press, Joomla, and Magneto become a web developer.

Please attach any documents giving further information about any of the topics above.

**SECTION 5**

**EVIDENCE OF INTERNATIONAL COMPARABILITY**

List any comparisons which have been established.

---NA--



**Contact Details of the Awarding Body for the Qualification**

**Name and address of submitting body:**

NIELIT Delhi Centre

2<sup>nd</sup> Floor, Parsvnath Metro Mall, Near Inderlok Metro Station, Inderlok, Delhi-110052.

**Name and contact details of individual dealing with the submission**

<b>Name</b>	Ms. Kanchan Rani
<b>Position in the organisation</b>	Deputy Director(System)
<b>Tel number(s)</b>	011-23644849, 23644149
<b>E-mail address</b>	kanchan.rani@nielit.gov.in

**List of documents submitted in support of the Qualifications File**

1. Industry Validation (Annexure I)
2. Placement Records (Annexure II)
3. Detailed Curriculum (Annexure III)

# QUALIFICATION FILE TEMPLATE

## SUMMARY

<b>Qualification Title:</b>	Certification Course in Data Entry and Office Automation.
<b>Qualification Code:</b>	NIELIT/IT/L4/026
<b>Nature and purpose of the qualification:</b>	<b>Nature:</b> <ul style="list-style-type: none"><li>❖ Certificate Course which will help in employment.</li></ul> <b>Purpose:</b> <ul style="list-style-type: none"><li>❖ To get unemployed youth in work.</li><li>❖ To upgrade the skills of people.</li><li>❖ Digital literacy.</li></ul>
<b>Body /bodies which will award the qualification:</b>	<b>Examination Cell,</b> National Institute of Electronics and Information Technology
<b>Body which will accredit providers to offer courses leading to the qualification:</b>	National Institute of Electronics and Information Technology
<b>Body /bodies which will Be responsible for assessment:</b>	National Institute of Electronics and Information Technology
<b>Occupation(s) to which the qualification gives access:</b>	Data Entry Operator, Computer Operator
<b>Licensing Requirements</b>	N/A
<b>Proposed level of the qualification in the NSQF</b>	Level-4
<b>Anticipated volume of training/learning required to complete the qualification</b>	135 Hours
<b>Entry requirements/ Recommendations</b>	10+2 in any stream with min 50% marks OR ITI Certificate(One Year) after class 10th with min.50% marks in ITI

## QUALIFICATION FILE TEMPLATE

<p><b>Progression from the Qualification:</b></p>	<p>After acquiring this certification an individual can work as Data Entry Operator. Both government and private sectors offer excellent employment opportunities in data entry service. Every organisation, from a big corporate office to little grocery shop are in need of data entry operators who along with entering, maintaining and retrieving data may have to handle daily official work like sending communication, drafting letters etc. Data entry operators may work in many fields, including banking, insurance, marketing, accounting, human resources, healthcare sector etc.</p> <p>Following are some of the prominent and utilized categories 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 :</p> <ul style="list-style-type: none"> <li>• Data entry of medical and insurance claims</li> <li>• Data entry of Surveys and market research results</li> <li>• Data entry of company reports</li> <li>• Data entry of medical records of patients</li> <li>• Data entry of personal details of customers for bank transactions</li> <li>• Data Capture -capturing data from unstructured documents such as letters, invoices, email, fax, forms etc</li> <li>• Image Processing Services / Image Data Entry etc</li> </ul>
<p><b>Planned arrangements for RPL.</b></p>	<ul style="list-style-type: none"> <li>❖ Presently only candidates who undergo training shall be assessed.</li> <li>❖ Later on, candidate can appear for certification examination directly if they fulfil entry requirements.</li> </ul>
<p><b>International Compatibility where Known.</b></p>	<p>NA</p>
<p><b>Date of Planned review of the Qualification</b></p>	<p>After Every 2 Years</p>

## QUALIFICATION FILE TEMPLATE

### Formal structure of qualification:

The entries will show how the qualification is designed for delivery and assessment. It will list the components of the qualification, where the learning outcomes to be assessed are grouped

<b>Title of NOS/units or other components</b>	<b>Mandatory/ Optional</b>	<b>Estimated Size (Learning hours)</b>	<b>Level</b>
Introduction to computer	M	5	3
Introduction to GUI Based Operating System	M	5	3
Elements of Word Processing	M	15	3
Spreadsheets	M	15	3
Introduction to Internet, WWW and web browsers	M	15	4
Communication and Collaboration	M	5	3
Application of presentations	M	15	3
Application of Digital Financial Services	M	5	3
Soft Skills	M	10	4
Data Entry / Typing Test.	M	45	4
Theory/ Lecture Duration(In Hours)		<b>50</b>	
Practical +Typing (In Hours)		<b>40+45</b>	
Total Duration Duration(Hours)		<b>135</b>	

Detail Curriculum attached at **Annexure III.**

## SECTION -1

### ASSESSMENT

Qualifications in the NSQF should be trusted by the learners and employers. A lot of this will relate to assessment. On the one hand, employer will want to be sure that holders of a qualification have been tested to show that they have achieved the outcomes described in the qualification to the standard set. On the other hand, learners will want to be sure that the assessment they are given is fair and that the same pass/fail judgements are made for all candidates.

This section of the qualification File asks you to show how these ends will be achieved.

**Name of Assessment body:**

**Examination Cell,**

National Institute of Electronics and Information Technology

6-CGO Complex, Electronics Niketan

Lodhi Road, New Delhi. 110003.

**Name of body checking or verifying Assessments:**

**Examination Cell,**

National Institute of Electronics and Information Technology

6-CGO Complex, Electronics Niketan

Lodhi Road, New Delhi. 110003.

**Name of Qualification Awarding body:**

National Institute of Electronics and Information Technology.

**Will the assessment body be responsible for the RPL assessment?**

As per minimum eligibility criteria RPL is not mandatory. However, RPL may be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates.

**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of NSQF:**

The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Student is required to pass in all OUTCOMES individually and marks are allotted.

Following assessment methodologies are used.

The Following assessment methodologies are used.

- A. Written Assessment(MCQ, Fill in the blanks, T/F, Shortcuts, Full forms and Subjective Questions)
- B. Practical Assessment & viva
- C. Typing Test

The assessment results are backed by following evidences.

1. The assessor collects a copy of the attendance for the training done under the scheme. The



- attendance sheets are signed and stamped by the In-charge / Head of the Training Centre.
2. The assessor verifies the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same is mentioned in the attendance sheet.
  3. The assessor assigns roll number.
  4. The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

### **About Question Paper Pattern:**

Examination will be consists of three sections

- Theory
- Practical
- Typing test

Theory portion Assessment will be done Physically by Faculties. Theory section will include MCQ, Fill in the blanks, T/F, Shortcuts, Full forms and Subjective Questions.

Theory paper will be of 50 Marks containing six sections:-

- 15 MCQ based Questions with one mark each.
- 5 Fill in the blanks based Questions with one mark each.
- 5 True/False based Questions with one mark each.
- 5 Shortcut based Questions with one mark each.
- 5 Full form based Questions with one mark each.
- Subjective questions of 15 Marks.

Practical will be of 50 Marks.

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

**ASSESSMENT EVIDENCE**

Assessment Guideline:

- Criteria for assessment will be created by NIELIT. Each Unit/Components will be assigned marks for its importance in the NOS.
- Candidate will be assessed for conceptual knowledge about the technology as well as its practical implementation
- The assessment for the theory part will be based on knowledge bank of questions created by NIELIT
- The assessment for practical will be conducted by practical assignment/activities and viva-voce.
- For Typing candidate should meet the minimum typing speed requirement

**Complete a grid for each component as listed in “Formal structure of the qualification” in the summary.**

**NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information –i.e. learning Outcomes to be assessed, assessment criteria and the means of assessment.**

**Means of Assessment**

Assessment carried out by using a variety of question formats applicable.

Assessment will be made as per below mentioned criteria for different units/Components.

<b>Outcomes to be assessed</b>	<b>Assessment Criteria for the outcome</b>	<b>Means of Assessment</b>		
		<b>Total Marks</b>	<b>Marks for Knowledge Evidence(Theory )</b>	<b>Marks for Practical Assessment</b>
Understanding basics of computer	1. Candidates should have understanding of computer architecture. 2. Candidate should have clear understanding of hardware, software and their applications. 3. Candidate should know about the peripheral devices used with	08	08	0

## QUALIFICATIONFILETEMPLATE

	<p>computer.</p> <p>4. Candidates should know the applications of ICET</p> <p>5. Knowledge of Data types.</p>			
Understanding of GUI Based Operating System	<p>1. Candidate should understand all popular operating systems.</p> <p>2. Understanding of basic features of various windows editions.</p> <p>3. Candidate should be able to understand various settings of operating system.</p> <p>4. Clear understanding of MS DOS</p> <p>5. Performing file and directory management.</p>	06	04	02
Understanding of Word Processing	<p>1. Candidate should understand how to open and close a document in MS word.</p> <p>2. Candidate should be able to create and manipulate text.</p> <p>3. Candidate should be able to do formatting of text.</p> <p>4. Clear understanding of table manipulation.</p> <p>point presentation</p>	20	08	12
Basics of Spreadsheets	<p>1. Candidate should know all the elements of electronic spreadsheet</p> <p>2. Candidate should be able to do manipulation of cells</p> <p>3. candidate should know how to work with functions and charts</p>	20	08	12
How to use Internet, WWW and web browsers	<p>1. Basics of Networking</p> <p>2. Study of various networking methodology</p>	15	05	10

## QUALIFICATION FILE TEMPLATE

	3. Introduction to web browser and WWW 4. How to use various search engines			
Understanding of Communication and Collaboration	1. Creating email address and Sending email 2. Introduction to mailbox 3. Candidate should have knowledge of instant messaging. 4. Candidate should know the advance features of email	10	06	04
Understanding of Application presentations	1. Learn to know the basics of PowerPoint 2. Learn to create PowerPoint, apply styles , aesthetics effects on it 3. Learn to prepare Slide show	15	05	10
Understanding of Application of Digital Financial Services	Candidate should be aware about digital financial services.	06	06	0
Total		100	50	50
Soft Skills	1. Basics of soft skills 2. Group Discussion 3. Interview preparation	Grades (Based on the marks out of 10) A: 9-10 Marks B: 7-8 Marks C: 5-6 Marks D: Below 6 Marks		
Data Entry / Typing Test.	Typing speed of the candidate should be as per the requirement	Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.		
Grand Total		100	50	50

### Pass/Fail

Following Grading Scheme (on the basis of total marks) will be followed:

Grade	S	A	B	C	D	Fail
Marks Range (in %)	85 to 100	75 to 84	65 to 74	55 to 64	50 to 54	Below 50

**SECTION 2**

**EVIDENCE OF LEVEL**

Level of qualification: 4

Assessed outcome		Individual Level	Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility	Overall Level
1	Basics of computer	03	Person may carry out as data entry operator or Lab assistant or Junior assistant	Learning Office automation and typing it will help the students to get employment opportunity in computer related fields.	Candidate can develop their computer skills based on practical knowledge.	Candidate will be learning effective communications which will make them smart in communicating with various companies and people.	Candidate can perform well under supervision of team lead.	04
2	Windows	03						
3	MS Office,	03						
4	Spread Sheet	03						
5	How to use Internet, WWW and web browsers	04						
6	Understanding of Communication and Collaboration	03						
7	Understanding Application of presentations	03						
8	Understanding Application of Digital Financial Services	03						
9	Soft Skills	04						
10	Data Entry / Typing computer.	04						

## SECTION 3

### EVIDENCE OF NEED

#### **What evidence is there that the qualification is needed?**

After doing Data Enter Operator course candidate can be placed in various government and private organisations. Following are the list of departments where data entry operators can be placed.

- Central Govt. Depts.
- State Govt. Depts.
- Municipal Corporation of Delhi Depts.

#### **Central Govt. Depts. Include**

- CPAO (Central Pension Accounting Office)
- Department of Environment
- DIT-NIC
- Drugs Control Department
- EPFO-Head Office, North, South and NDC-Dwarka
- Excise & Luxury Tax Department
- Irrigation & Flood Control
- Labour Department
- Principal Accounts Office
- CGDA, PWD, PNGRB etc....

#### **State Govt. Depts. Include**

- Delhi Jal Board
- Delhi Health Services
- CATS
- Deputy Commissioner –West, South-West and North
- Delhi High Court
- State Election Office
- Delhi Development Authority (DDA)
- Delhi Fire Service
- G.B. Pant Govt. Hospital and Engg. College
- Lt. Governor Office
- New Delhi Municipal Corporation (NDMC) etc.....

**What is estimated uptake of this qualification and what is the basis of this estimate?**

On an average estimated uptake of this qualification will vary as per demand in Industry. Perhaps, estimated uptake on the basis of current scenario is 500 to 600 per year. Basis of this estimate is current average count of enrolments in Data Entry Operator Course in all NIELIT Centres.

**What steps were taken to ensure the qualification (s) does/do not duplicate already existing or planned qualification in the NSQF?**

The Qualification does not exist as per information available in public domain.

**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or update?**

The Qualification is to be monitored and reviewed every two years. The following data will be used

- ❖ Results of assessments
- ❖ Employer feedback regarding student skill after conducting a placement drive
- ❖ Employer feedback will be sought post-placement
- ❖ Student feedbacks
- ❖ Workshops and seminar for reviewing the qualifications

**Please attach any documents giving further information about any of the topics above.: NIL**

**SECTION 4**

**EVIDENCE OF RECOGNITION AND PROGRESSION**

**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in the sector?**

This qualification comprises both technical and analytical skills and can be linked to any qualification higher than this one, existing or to come.

**Opportunity for Data entry operator to venture into more advanced courses or to start their own business.**

After doing data entry operator course candidate can pursue for O level.

Please attach any documents giving further information about any of the topics above: **NA**



## SECTION 5

### **EVIDENCE OF INTERNATIONAL COMPARABILITY**

**List any comparisons which have been established.**

The new level of computer power will help the students to deliver the output in fast and efficient ways. The course also act as an important part in helping the students to further pursue various other graduate courses to get broader ideas on the computer system. These course also provide to develop new tools that will help in managerial work related to computer systems.

#### **Office administration in legal and executive**

The course generates executive program with specialised skills in Microsoft word, excel, access, PowerPoint. The students will acquire the advanced software skills, accounting fundamentals, accounting software and time management.

Source:- (<http://geebeeworld.com/latest-news/canada/mohawk-college/mohawk-college-courses-international-students/>)

#### **Office Administration**

It develops the skills and expertise required to work in law offices and large organisations as a legal assistant.

Source: - [www.algonquincollege.com](http://www.algonquincollege.com)