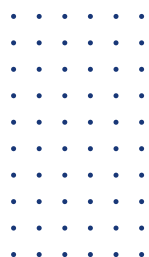


# Certificate in Data Mastery Basics



"Ever wanted to turn raw data into a storytelling masterpiece? How about a Certificate in Data Mastery Basics?" Certificate in Data Mastery Basics is a foundational course designed to equip you with the essential skills and knowledge to work effectively with data. This course provides a comprehensive understanding of data entry and typing skills. It covers topics such as keyboard familiarity, touch typing techniques, typing speed improvement, data entry roles, document types, data formats, free/open-source tools, and Excel fundamentals. By completing this course, learners will be well-equipped to excel in data entry roles and improve their productivity.

# Certificate in Data Mastery Basics

## Syllabus & Skills covered (60 hours)



- **Typing Proficiency:** Demonstrating efficient keyboard usage and touch typing techniques.
- **Ergonomics:** Employing ergonomic practices to minimize fatigue and maximize productivity.
- **Typing Speed and Accuracy:** Measuring and tracking typing progress to improve speed and accuracy.
- **Advanced Typing Tools:** Using advanced typing tools and software for various document types.
- **Data Entry Operator Role:** Understanding the role and responsibilities of a data entry operator.
- **Document Types:** Identifying and categorizing different types of documents encountered in data entry tasks.
- **Free/Open-Source Tools:** Using free/open-source tools for typing and data entry.
- **Excel Functions:** Applying advanced Excel functions for data manipulation, analysis, and calculations.
- **Mathematical Functions:** Utilizing mathematical functions for statistical analysis and financial calculations.

## Career Opportunities



- **Business Intelligence Assistant**
- **Data Analyst Assistant**
- **MIS Executive (Management Information Systems)**
- **Research Assistant**
- **Data Visualization Assistant**

SCAN ME



Find your nearest center