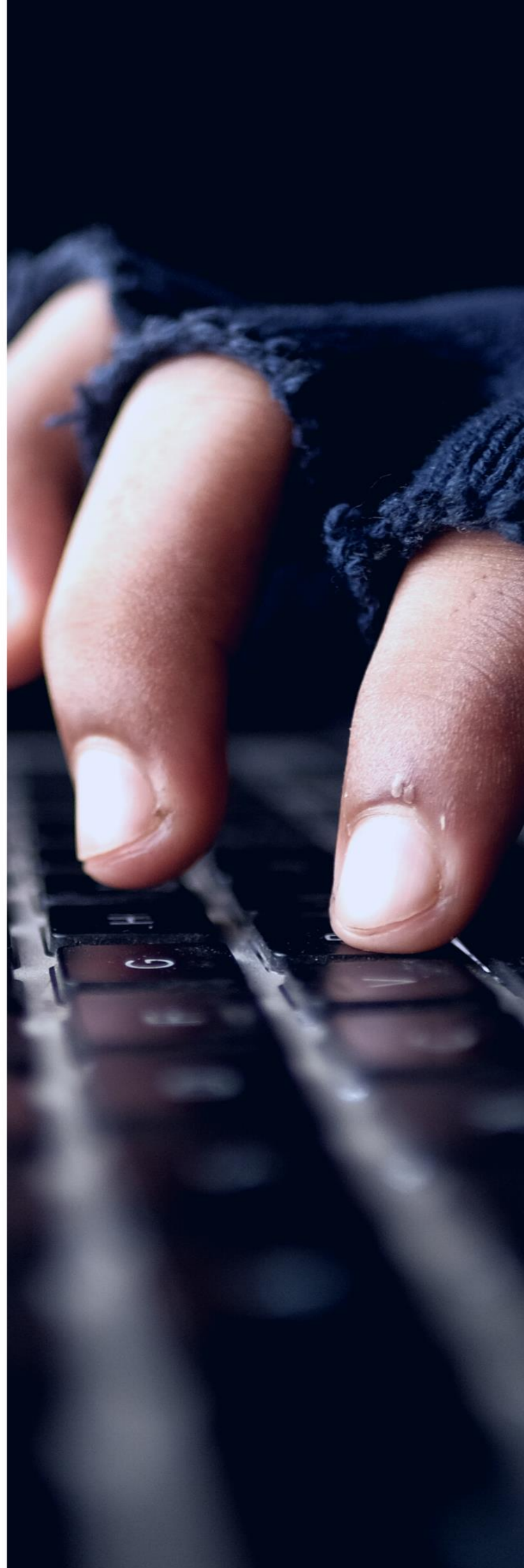


CERTIFICATE IN ELECTRONIC DATA PROCESSING



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About Glister Eduversity

Today is the era of working parents and due to workload, they do not get enough time to support their children's education. Therefore, they are heavily blamed by All, in the current dialogue and debate about Improving the education system, the disadvantages of improper parenting is known to all.

It is time to start parenting in the education system. With the Glister Eduversity, we present you the solution to all such problems switching Towards telephonic parenting, proper guidance and development graph.

This is the first Indian institution to provide education care with parenting. Glister Education offers telephonic parenting with right strategic plans for The student, online test series, seminar, scholarship programs, in really Attractive packages.

We also guide their appointments as well as their Strategies. So, let's don't wait, and achieve nothing less than success with Glister Eduversity Parenting cum Education Care.



Director: Amit Pandey

Mission

The mission of Glister Eduversity is to educate the citizens and citizen-leaders for our society.

We do this through our commitment to the transformative power of a liberal arts and sciences education.

Beginning in the classroom with exposure to new ideas, new ways of understanding, and new ways of knowing, students embark on a journey of intellectual transformation.

Through a diverse living environment, where students live with people who are studying different topics, who come from different walks of life and have evolving identities, intellectual transformation is deepened and conditions for social transformation are created.

From this we hope that students will begin to fashion their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests, and learning how they can best serve the world.

Vision

Glister Eduversity will set the standard for residential liberal arts and sciences education in the twenty-first century. We are committed to creating and sustaining the conditions that enable all Glister Eduversity students to experience an unparalleled educational journey that is intellectually, socially, and personally transformative.

Welcome to the Glister Eduversity, Varanasi. For more than three Years, Glister Eduversity has served as our nation's flagship comprehensive institution of higher education.

Our primary goal is to become one of the most prominent and excellent educational Institute in the world. We are fortunate to have a talented, highly committed teaching and support staff here to ensure the learning environment of our students is the best it can be. Our faculties are renowned scholars and accomplished practitioners who are actively engaged in the academic excellence and innovative research ideas of the modern world. Our students are innovators, engineers, managers, great scientists, entrepreneurs, and aspiring leaders - from every age group and are located at every corner of the country. Our unique teaching and learning process with a proper blend of theory and practice crosses the boundaries of nations towards industry-readiness and global excellence.

Program overview

Data processing came into existence to maintain increasing need of complex information. It can assist in handling the paperwork for an ever-increasing volume of data. The processing of data usually requires performing repetitive operations with few variations on one document after another.

EDP (electronic data processing), an infrequently used term for what is today usually called "IS" (information services or systems) or "MIS" (management information services or systems), is the processing of data by a computer and its programs in an environment involving electronic communication.

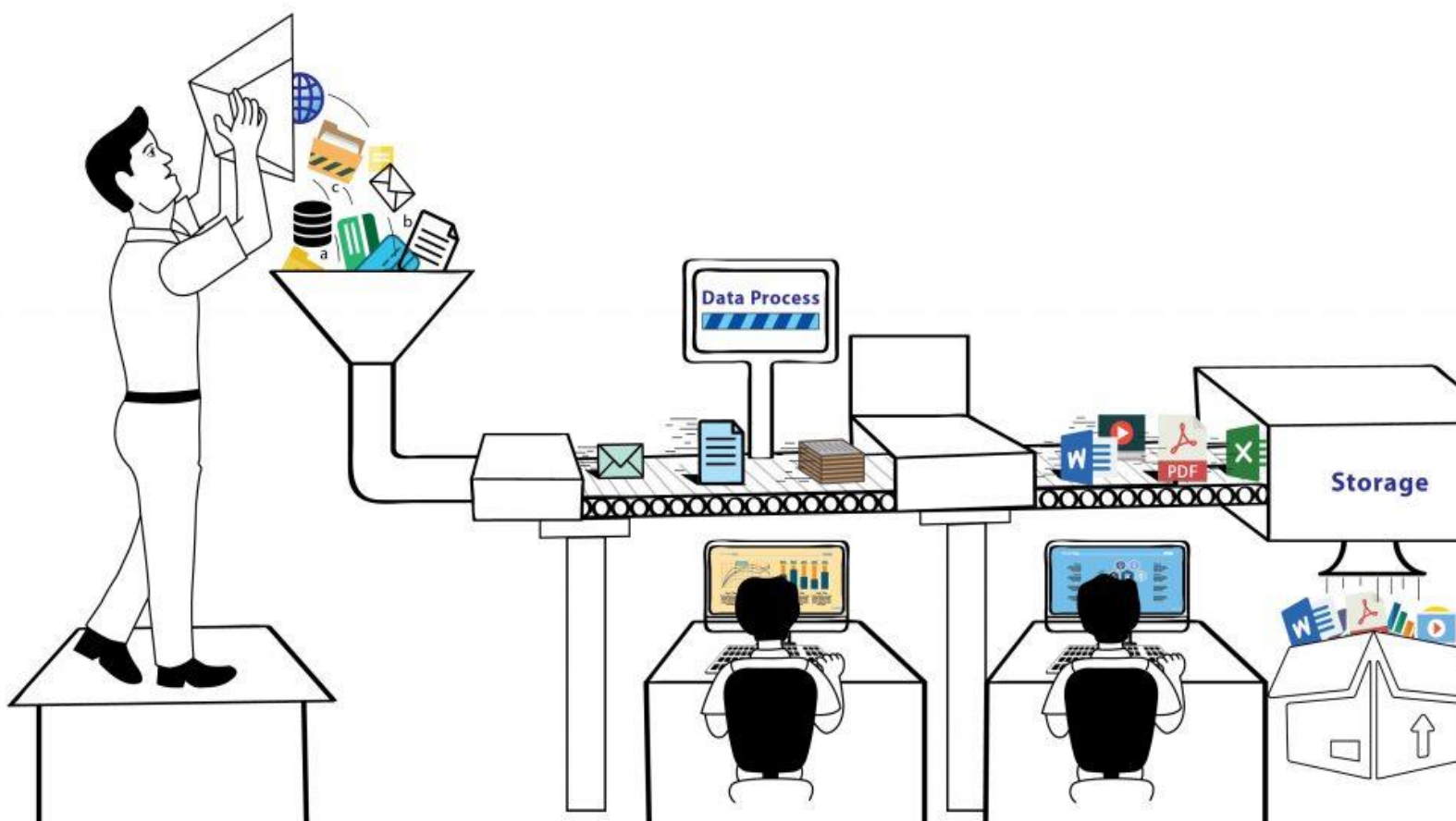
Salient Features



The Data Processing and Hosting Services Market is expected to register a CAGR of over 3.58% during the forecast period (2021 - 2026). With the growing data processing services, there has been an increase in the requirement of new servers to keep the data up-to-date, which is expected to drive the market during the forecast period.



In mid-2019, there were over 4.5 billion Internet users globally, which is 58.8% of the global Population with Internet access and the numbers are growing as internet penetration improves, According to Internet World Stats. This indicates that data traffic will continue to grow even more, With the 2020 crisis unfolding worldwide.



Course Objective

The 6 Months Certificate in Electronic data processing course is for the Learners who wants to work in the Data management field with the aim to learn, develop and practice required by the market. In this course, the emphasis is put on the trainee to acquire the ability to perform as a confident and competent Data Manager.

The objectives of this course are to:

The main objectives of the Programme are to:

To develop a conceptual understanding of fundamentals of the electronic data processing system and their application in business. The paper does not delve into technical details of DBMS.

Learning Outcome:

Candidates are prepared to play diverse roles in the assimilation of information and its maintenance. The course helps the students understand the details of library and information science, the tools of management applied, gathering of data, arranging library data by application of information technology and making them easily accessible to the public.



Details of Programme: Certificate in Electronic data processing

1. Title of the Course

The Course shall be called as "Certificate in Electronic data processing ", a Regular course of 6 months (240 hrs.) duration.

2. Duration of the Course

This is a Regular course of 240 hrs. Extended over a period of 6 months duration.

3. What You Will Get:

You Will Get a Mark sheet and a Certificate That Will be Universally Acceptable.

4. Aims and Objectives of the Course

Data processing is crucial for organizations to create better business strategies and increase their competitive edge. By changing the data into a legible format like graphs, charts and documents, workers throughout the organization will be able to perceive and use the data to analyze and interpret according to their requirements. If you are interested in making a career in the Data Science domain, our 6-months Course is for you.

5. SCOPE:

Teacher, HR, Data Manager

6. Syllabus

The syllabus is design to fulfill aforesaid objectives containing theory subjects as well as practical in Data Processing.

Electronic Data Processing Fundamentals	Theory : 50 Marks, Practical/Assignment : 50 Marks
Computer Processing Techniques	Theory : 50 Marks, Practical/Assignment : 50 Marks
DBMS package (ACCESS)	Theory : 50 Marks, Practical/Assignment : 50 Marks
Introduction to Forms	Theory : 50 Marks, Practical/Assignment : 50 Marks
Introduction to Reports	Theory : 50 Marks, Practical/Assignment : 50 Marks

7. Eligibility Conditions

A candidate who has passed at least 12th examination from a recognized Board or its equivalent shall be eligible to take admission to the course.

8. Course fee: INR 15,000+GST/-

Content of Syllabus :

Unit 1:- Electronic Data Processing Fundamentals

Introduction, Data, Information and Data Processing, Data structure, Need for data processing, Data Processing cycle and functions, Methods of data processing, Applications of data processing, major functional areas within the data processing department. Advantages and disadvantages of electronic data processing, use of computers in management.

Unit 2:- Computer Processing Techniques

Introduction, On line, Batch and Real time processing systems, Time sharing, Multi-Programming system, Multi-Processing system, Distributed data processing system, Spooling, Office automation, Modular Programming, Interactive Processing. File Organization: Introduction, Elements of a computer file, types of files, File organization, factors in file design, file handling, database, Introduction to DBMS: advantages and disadvantages of database management system, comparison with conventional file system.

Unit 3:- DBMS package (ACCESS)

Introduction to Access, Creation of database & tables, Data Types, Field Properties, primary key, indexes. Operations on tables: Add record, delete record and edit text Sort, find/replace, and filter/select, re-arrange columns, freeze columns. Edit a Tables- move, copy, delete, rename, and modify table structure Setting up Relationships- Define relationships, add a relationship, delete a relationship, save relationship.

Unit 4:- Introduction to Forms

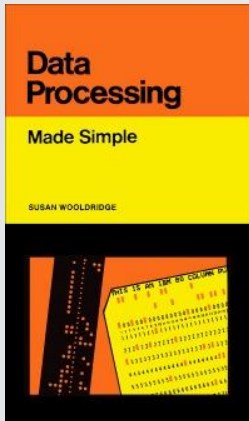
Types of Basic Forms: Columnar, Tabular, Datasheet, Main/Subforms, add Headers and footers, add fields to form, add text to form use label option button, check box, combo Box, list box Forms Wizard, Create Template.

Unit 5:- Introduction to Reports

Types of Basic Reports: Single Column, Tabular Report Groups/Total, single table report multi table report preview report print report, Creating Reports and Labels, Wizard

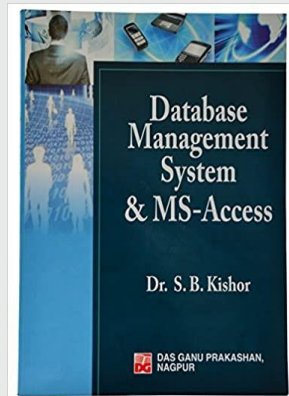


Books For Reference



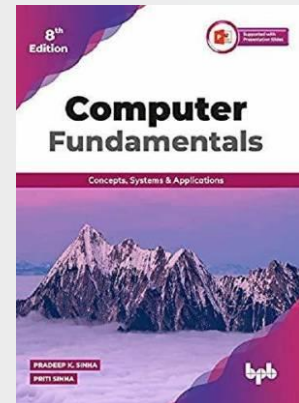
Data processing made simple

Susan woolldridge



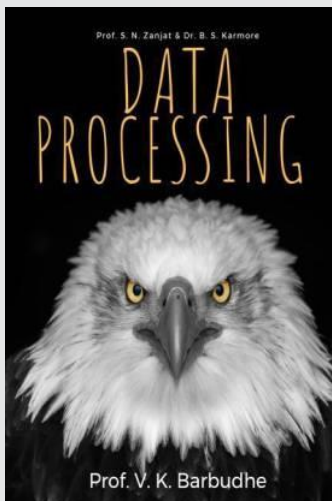
DBMS & MS-Access

Dr.S.B.Kishor

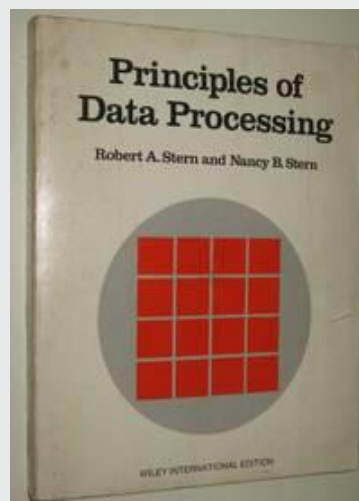


Computer Fundamentals

Priti Sinha, Pradeep Sinha



DATA PROCESSING
Prof. V.K Barbudhe



Principles of Data Processing
Howard & Regan Books Stern