CERTIFICATE COURSE IN DATA ENTRY OPERATOR

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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 appoinments as well as their Strategies. So, let's don`t wait, and acheive nothing less than success with Glister Eduversity Parenting cum Education Care.

CEO/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

The Certificate in data entry Operator programme is aimed at those who want to make their career in Data entry operation. This programme prepares the learners for a specialized career in Data entry Operator job . The contents are designed such that not only will the learner gain computer knowledge but also learn how to transfer this knowledge effectively to others. The objective of this course is to produce high end dynamic computer teachers to meet the demand of Industry. The course is encapsulated with several exercises that are built keeping the requirements of data entry operator in mind. This course provides you a basic knowledge of computer. You will able to do work on MS-office Package. You can easily handle your data and can do internet browsing, mails. Net banking cyber awareness will be provided to you, and Advance excel with functions and formulas, Accounts, Computer Languages, Graphic Designing Tool are also included in this course.

Salient Features

The Certificate in data entry operator Course provides scientific, practical, and technical knowledge to the students about the various computer tools that are used in our day to day life.

The applications and the programs in the Data Entry Operator Course make tasks easier and provide ease of use to its users.

A Data entry operator usually enjoys a higher demand for everything becoming technologically advanced.

Candidates of this Course are used at shops for managing a database for all the items such as their serial numbers, price, and quantity ratios.

Aspirants of this course need to handle large data starting from back door operating to storing all sorts of information of an organization.

Course Objective

The 3 Months Data entry operator course is for the Learners who want to be a Data Entry operator with the aim to learn, develop and practice required by the market. In this course, the emphasis is put on the learner to acquire the ability to perform as a confident and competent Data Entry Operator.

The objectives of this course are to:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

Learning Outcome :

- The Data Entry Operator Course provides scientific, practical, and technical knowledge to the students about the various computer tools that are used in our day to day life.
- The applications and the programs in Data Entry operator Course make tasks easier and provide ease of use to its users.
- A Computer operator usually enjoys a higher demand for everything becoming technologically advanced.
- Candidates of this Course are used at shops for managing a database for all the items such as their serial numbers, price, and quantity ratios.
- Aspirants of this course need to handle large data starting from back door operating to storing all sorts of information of an organization.

1. Title of the Course
The Course shall be called as "Certificate Course in data entry operator", a Regular course of 3 months (120 hrs.) duration.

2. Duration of the Course
This is a Part time course of 120 hrs. Extended over a period of 3 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
Certificate Course in Data entry Operator is an Information Technology computer science course. Course mostly focuses on the basic and fundamental aspects of the computer both for teaching and training purposes. Certificate in Data Entry operator Course prepares the candidates for a specialized career in the Data operation field. The contents of this Course is designed in such a way that it not only provides the candidate computer knowledge but also allow them to learn how to transfer this knowledge to others effectively.

5. SCOPE:
Data Entry Operator, Office Administrator, Secretary, Office Assistant, Data Entry Operator , Freelance Transcription, Assistant and Secretarial Work, Journalism and Content-Creation, Copy-editing, Computer Operator/Typist, Translator , Office Job etc

6. Syllabus
The syllabus is design to fulfill aforesaid objectives containing theory subjects as well as practical in Computer.

Computer Fundamentals	Theory : 50 Marks, Practical/Assignment : 50 Marks
Basics of Typing	Theory : 50 Marks, Practical/Assignment : 50 Marks
Internet	Theory : 50 Marks, Practical/Assignment : 50 Marks
MS WORD	Theory : 50 Marks, Practical/Assignment : 50 Marks
MS Excel	Theory : 50 Marks, Practical/Assignment : 50 Marks

7. Eligibility Conditions
A candidate who has passed at least 10th examination from a recognized Board or its equivalent shall be eligible to take admission to the course.

8. Course Fee: INR 7,500+GST/-

Content of Syllabus :

Unit 1:- Computer Fundamentals
Introduction to Computer, Input/output Devices, audio devices, printer, scanning etc

Unit 2:- Basics of Typing
Data Entry and typing basics

Unit 3:- Internet
What is internet, World Wide Web, Network, Web Browser, Email Communication Etc?
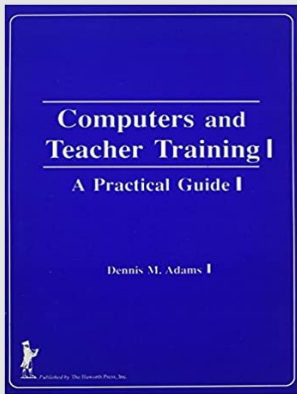
Unit 4:- MS WORD
Visual Basics

Unit 5:- MS Excel
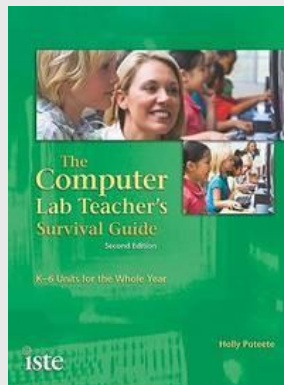Basics of spreadsheets, Rows, columns, formats, calculation, functions etc.
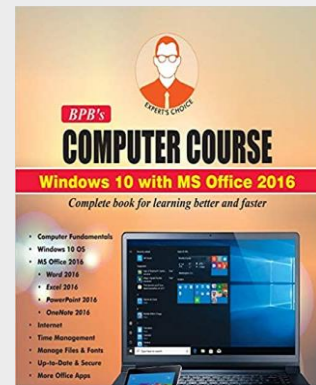
Books For Reference

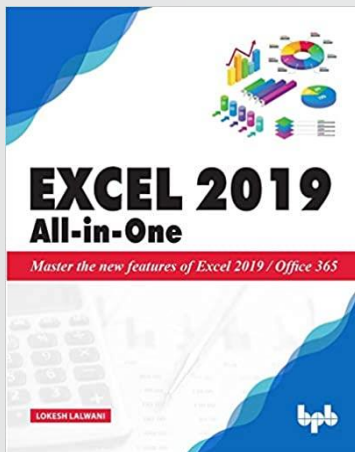**D. Lamont Johnson**

Computers & Teacher Training: A Practical

Holly Poteete

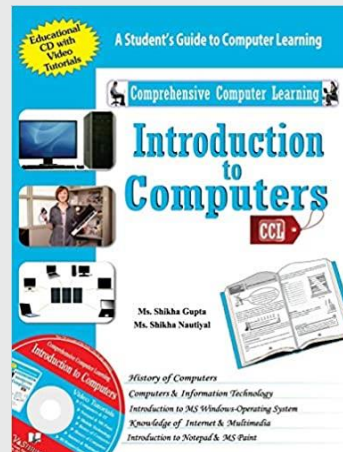**The Computer Lab Teacher**

BPB's Computer Course Windows 10 with

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Lokesh Lalwani
Excel 2019 All-in-One

Ms Sikha Nutiyal
Introduction to Computers