Jr. College Recog. No. H.S.C./1077/31029/XII/HS dt.10/06/1977
Jr. College Code No. 22-02-001

"Dissemination of Education for Knowledge, Science & Culture"
-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur's

Estd : June 1969

RAJE RAMRAO MAHAVIDYALAYA, JATH

Dist. Sangli (Maharashtra) 416 404

Department of BCA

"Certificate Course in Computer Data Entry Operator"

By

Coordinator

Mr.Rajendra S. Khadatare.

Raje Ramrao Mahavidyalaya, Jath.

Academic Year

(2022 – 2023)

1.Program of Study:-   All B.C.A students

2.Faculty/Institute/College:- Raje Ramrao Mahavidyala, Jath**.**

3.Course Title:-   Certificate Course in Data Entry Operator

4.Type of Course:-   IT Education

5.Duration :-   3 Months

6.Course Objectives:

- How to Become a Data Entry Professional as a Complete Beginner?
- PDF, IMAGE file conversion job example and how to do them?
- Data Entry and Web Research LIVE DEMO work example directly from Up work!
- Client Project -
- Practice Files to Practice the Skill and to Build your Portfolio

7.Data Entry Operator Course Curriculum:-

Basic understanding of computer and its terminology
- Different software needed for report writing including MS office suit or open
- source office Basic and advance pc workstation configuration, maintenance, networking as
- well as trouble shooting Good knowledge of the operation and use of a standard alphanumeric
- keyboard How to compile simple reports from data entered and ability to make
- comparisons between them through use of various database management software How to make error free data entry with the help of various software, devices,
- equipment Typical problems raised by customers and their solutions, including
- workaround (alternate/situational) solutions The importance of documenting, classifying, prioritizing service requests
- ,¬ crowd management and others. Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data

- for computer entry Reviewing data for deficiencies or errors, correcting any incompatibilities and
- checking output Obtain sufficient information from the customer /client to understand the need
- and perform initial task

8.Evaluation:-

All Students performance will be evaluated through

a. Attendance   10 Marks
b. Assignments   20 Marks
c. Class Test   20 Marks
d. Written test   50 Marks

                 100 Marks

Course Syllabus

9.Syllabus of the Course: Content   **Duration: 160 hours**
                                                       Month:-3

Sr No	Contents	Lecture	Practical	Total Duration
1	**Basics of Computer** *Input and Output Devices * System Software and Application Software * Computer Language * Compiler and Assembler	07	…..	07
2	**Operating System** * Desktop Elements * Locating Files and Folders * Changing System Setting * File Management in Windows * Installation of Software and Hardware	05	15	20
3	**Basics of Word Processing** * Starting Word Program * Word Screen Layout * Typing Screen Objects * Managing Documents . * Protecting and	05	15	20

	Finding Documents			
4	**Formatting Documents** * Working with text * Formatting Paragraphs * Creating Bulleted and Numbered Lists * Spelling and Grammar	05	15	20
5	**Mail Merge** * Types of document in Mail merge * Creating data Source * Creating Mailing Labels * Merging Data into Main Document	05	15	20
6	**Basics of Spreadsheet** * Selecting, Adding and Renaming Worksheets * Modifying a Worksheet * Resizing Rows and Columns * Workbook Protection	10	15	25
7	**Formatting worksheets** * Formatting Toolbar * Formatting Cells * Formatting Columns and Rows * Protect and Unprotect	05	15	20

	Worksheets			
8	**Formulas, Functions and Charts** * Copying a Formula * Types of Functions * Types of Charts * Auto shapes and Smart art	03	09	12
9	**Creating Presentation** * Creating Slides * Slide Sorter View * Changing Slide Layouts * Moving Between Slides	02	05	07
Total		47	104	Total hrs-151

10. References:-

    1. JPH NIOS Guide of Data Entry Operator for Class 10
       Jiwan Publishing House JPH

    2. Domestic Data Entry Operator Paperback – 1 January

2018