

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI**

1	Name of Course	<b>C C in Data Entry Operator &amp; Analyzer ( 101208) (w.e.f. 2018-19)</b>				
2	Max no.of Students	25				
3	Duration	1 year				
4	Course Type	Part Time				
5	No. of Days per week	6 days				
6	No. of hours per day	7 Hrs				
7	Space require	Theory Class Room – 200 sqft    Practical Lab – 1000 sqft Total – 1200 Sqft				
8	Entry qualification	S.S.C. Pass				
9	Objective of syllabus	To understand Basic computer operation, To understand working with M.S.Office, To understand data entry in various bussinees application software, To understand working with database, To print various reports from data entry software				
10	Employment opportunities	In many office organisations as data entry operator, own shop offering data entry services				
11	Teachers Qualification	Diploma in Computer Engg, B.C.A.    or Equivalent and 2 yr Experience.				
12] Teaching Scheme – Training System Per Week						
		Theory	Practical	Total		
		6 Hrs	18 Hrs	24 Hrs		
13] Examination Scheme –						
Sr	Paper Code	Name of Subject	Theory/ Practical	Hours	Max Marks	Min Marks
1	10120811	Basic Information Technology	Theory - I	3 Hrs	100	35
2	10120812	Data Entry Operator & Analyzer	Theory – II	3 Hrs	100	35
3	10120813	Business Economics	Theory – III	3 Hrs	100	35
4	10120821	Basic Information Technology	Practical – I	3 Hrs	100	50
5	10120822	Data Entry Operator & Analyzer	Practical – II	3 Hrs	100	50
6	10120823	Business Economics	Practical - III	3 Hrs	100	50
				<b>Total</b>	<b>600</b>	<b>255</b>

## Theory - I & Practical - I - Basic Information Technology

Theory - I - Basic Information Technology	Practical – I - Basic Information Technology
<b>A] Computer Fundamental</b>	
<b>1] Fundamentals Of Computer</b> Introduction Components of PC The system Unit Front part of system Unit Back part of system Unit CPU Memory of computer Monitor Mouse, Keyboard Disk, Printer, Scanner, Modem, Video, Sound cards, Speakers	<b>List of Practical</b> 1. Working with Windows 2000 desktop ,start icon, taskbar, Recycle Bin, My Computer icon ,The Recycle Bin and deleted files Creating shortcuts on the desktop 2. The Windows 2000 accessories, WordPad – editing an existing document, Use of Paint – drawing tools The Calculator, Clock 3. The Windows Explorer window, concept of drives, folders and files? Folder selection techniques, Switching drives, Folder creation, Moving or copying files, Renaming, Deleting files ,and folders 4. Printing, Installing a printer driver, Setting up a printer, Default and installed printers, Controlling print queues, Viewing installed fonts, The clipboard and ‘drag and drop’, Basic clipboard concepts Linking vs. embedding,
<b>2] Introduction To Windows 2000/Xp</b> Working with window Desktop Components of window Menu bar option Starting window Getting familiar with desktop Moving from one window to another Reverting windows to its previous size Opening task bar buttons into a windows Creating shortcut of program Quitting windows	5. Moving through a Word document menu bar and drop down menus toolbars 6. Entering text into a Word 2000 document, selection techniques Deleting text 7. Font formatting keyboard shortcuts 8. Paragraph formatting Bullets and numbering 9. Page formatting What is page formatting? Page margins Page size and orientation Page breaks, Headers and footers 10. Introducing tables and columns
<b>3] GUI Based Editing, Spreadsheets, Tables &amp; Presentation</b> Application Using MS Office 2000 & Open Office.Org Menus Opening, menus, Toolbars, standard toolbars, formatting toolbars & closing Quitting Document , Editing & designing your document Spreadsheets Working & Manipulating data with Excel Changing the layout Working with simple graphs Presentation Working With PowerPoint and Presentation	11. Printing within Word 2000 Print setup Printing options Print preview 12. Development of application using mail merge Mail merging addresses for envelopes Printing an addressed envelope and letter 13. Creating and using macros in a document 14. Creating and opening workbooks Entering data 15. Navigating in the worksheet Selecting items within Excel 2000 Inserting and deleting cells, rows and column Moving between worksheets, saving worksheet, workbook
<b>4] Introduction To Internet</b> What is Internet Equipment Required for Internet connection Sending &receiving Emails Browsing the WWW Creating own Email Account Internet chatting	16. Formatting and customizing data 17. Formulas, functions and named ranges 18. Creating, manipulating & changing the chart type 19. Printing, Page setup, Margins Sheet printing options, Printing a worksheet 20. * Preparing presentations with Microsoft Power Point. Slides and presentations, Opening an existing presentation , Saving a presentation

<b>5] Usage of Computer System in various Domains</b> Computer application in Offices, books publication data analysis ,accounting , investment, inventory control, graphics, database management, Instrumentation, Airline and railway ticket reservation, robotics, artificial intelligence, military, banks, design and research work, real-time, point of sale terminals, financial transaction terminals.	21. Using the AutoContent wizard ,Starting the AutoContent wizard, Selecting a presentation type within the AutoContent wizard Presentation type Presentation titles, footers and slide number 22. Creating a simple text slide, Selecting a slide layout Manipulating slide information within normal and outline view, Formatting and proofing text, Pictures and backgrounds, drawing toolbar, AutoShapes, Using clipart, Selecting objects, Grouping and un-grouping objects, The format painter
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Theory	Practical
	23. Creating and running a slide show, Navigating through a slide show, Slide show transitions, Slide show timings. Animation effects 24. Microsoft Internet Explorer 5 & the Internet Connecting to the Internet The Internet Explorer program window, The on-line web tutorial Using hyper links, Responding to an email link on a web page 25. Searching the Internet, Searching the web via Microsoft Internet Explorer, Searching the Internet using Web Crawler, Searching the Internet using Yahoo, Commonly used search engines
<b>6] Information technology for benefits of community</b> Impact of computer on society Social responsibilities Applications of IT Impact of IT Ethics and information technology Future with information technology	26. Favorites, security & customizing Explorer Organizing Favorite web sites Customizing options – general, security, contents, connection, programs, advanced 27. * Using the Address Book Adding a new contact Creating a mailing group, Addressing a message, Finding an e-mail address 28. Using electronic mail, Starting Outlook Express Using the Outlook Express window, Changing the window layout, Reading file attachment, Taking action on message-deleting, forwarding, replying 29. Email & newsgroups, Creating and sending emails Attached files, Receiving emails, Locating and subscribing to newsgroups, Posting a message to a newsgroup 30. Chatting on internet, Understating Microsoft chat environment, Chat toolbar

## **List of Books**

### **Computer Fundamental**

- 1] Vikas Gupta Comdex Computer Course Kit First Dreamtech
- 2] Henry Lucas Information Technology for management 7Th Tata Mc-Graw Hills
- 3] B.Ram Computer Fundamentals Architecture and Organisation Revised 3<sup>rd</sup> New Age International Publisher

## **List of Tools and Equipment**

### **A] General Class room**

<b>Sr</b>	<b>Name of Item</b>	<b>No.</b>
1	Steel lockers 8 compartments with individual lockers (1980 x 910 x 480 mm)	4
2	Chair with writing pad	25
3	Steel almari with self 6.5' x 3' (18 gauge)	2
4	Steel table 4' x 3'	2
5	Teacher chair	2

### **B] For Computer Fundamental and CAD Practical**

<b>Sr</b>	<b>Name of Item</b>	<b>No.</b>
1	Computer System P4 with accessories Complete with license OS. compatible for- to run AutoCAD 2010 and Windows 7 OS.	5+1
2	Plotter- HP Design Jet 500 latest model	1
3	Scanner	1
4	Computer table	5+2
5	Chair for computer	10+2
6	Laser Printer	1
7	M. S. Office Software	1

## Theory - II & Practical - II - Data Entry Operator & Analyzer

<b>Theory – II - Data Entry Operator &amp; Analyzer</b>	<b>Practical – II - Data Entry Operator &amp; Analyzer</b>
<p>Visit to different sections of the Institute. Safety precautions, Electrical Safety. Demonstration and operation of Fire Extinguishers. Demonstration of Artificial Respiration</p>	<p>Familiarization with institute. Accidents, safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical &amp; logical concepts of data.</p>
<p>MS Access Working with Access, files, records, creating files, records, creating table with different fields such as number, text, date/time etc. Entering data, modifying structure, modifying data in tables, forms, reports and queries. Hyperlinking with Excel and Word Practicing data entry in Access</p>	<p>Concept of Database/relational database management systems Records, fields, files, different types of fields Various types of database systems Introduction to various database languages such as dbase, FoxPro, Visual Basic, Oracle and SQL.</p>
<p>PageMaker Working with tool bar Setting defaults Opening, saving and closing publications Inserting and removing pages Flowing text, resizing the object Adjusting graphics or text objects, select multiple elements, selecting elements behind the others, mask and group, unmask and ungroup. Constrain move vertically/horizontally Paste items, editing objects, rotating text box Layout window, viewing pages, changing previous and next pages, zooming and hyperlinks</p>	<p>PageMaker – introduction to various versions, concepts and application</p>
<p>Font style, size, case, subscript and Superscript Special characters, bullets, page numbering Spacing of character, line, word and paragraph, breaking and non breaking Text editing – selecting word, paragraph and a range of text indenting/Tabs Find and change dialogue box Text recomposition Compress paint, JPG and GIF files Pallet controls, colour pallets, styles pallet and master pages pallet Removing master page objects from pages, control pallets Making tables, editing data in tables. Filing, stroking, frames, arranging, text wrapping, grouping and ungrouping, locking and unlocking, mask/unmask image, polygon setting, rounded corners</p>	<p>Application of PageMaker</p>

Entering vouchers, creating ledgers, maintaining cash books, bank books, preparation of trial balance & balance sheet and budget estimates Practicing any one of Financial Accounting Software such as Talley, Ace or Ex Engine Learning keyboard short cuts.	Introduction of Accounting, vouchers, ledger, bank books, cash books, trial balance and balance sheets, golden rules of accountancy. Introduction to Financial accounting Software such as Talley, Ace, Ex engine (Any one of these software)
Working with LAN Basic operation of LAN. Data entry in other clients, data storing in different clients. Data shearing from server and other clients. Practicing data entry in networking	Networking concepts, LAN, WAN, their applications.
Internet Operations, browsing, downloading articles and other text, down loading pictures from internet, sending and receiving emails, sending and receiving attachments. Introduction to local Language software such as Algal, I-leap, Chalontika, Leap-office (Any one of this software) Practicing of Data entry in Hindi or any other local languages software	Internet, intranet, ISDN, Broad brand concepts and applications.  Local language software, concepts and applications.
Adobe Photoshop basic training including various editing features, Scanning images, importing, Exporting, Adjusting image using brightness, Contrast, hue, saturation, size, pixel, etc. Adding various effects to image using layer, action etc.	

Software required :- M. S. Office 2003 complete,  
Adobe Pagemaker 6.5, Adobe Photoshop 7, Talley 7.2 each one.

### **Theory - III and Practical – III - BUSINESS ECONOMICS**

Basic Concepts in Economics and Finance (e.g. Assets – Liabilities, Expenses – Income, Depreciation, Cash Vs. Mercantile Accounting etc.

#### **COST ACCOUNTANCY**

Introduction, Cost Accounting And Financial Accounting, Concept of Cost Center, Special Types of Cost, Installation of Costing System

**ELEMENTS OF COSTS** Overheads, Cost Sheets/Costs Statement.

**MATERIAL COST** Procurement of Materials, Overstocking May have Following Consequences, Understocking May have Following Consequences, Section of Source of Supply, Comparative Statements, Discrepancies in Material Receipts, Excess Quantity Accepted, Excess Quantity Returned, Proper Conduct of

Storage Function, Bin Card, Stores Ledger, Bin Card Vs. Stores Ledger, Reconciliation of Bin Card and Stores Ledger, Valuation of Material Movements, Treatment of Shortages, Inventory Control, Techniques of Inventory Control, Calculation of Various Levels

## **LABOUR COST**

Time Keeping, Methods of Time Keeping, Time Booking, Reconciliation of Time Attended and Time Booked, Methods of Remunerating the Workers, Principles of Goods Wage Payment Systems, Comparative Study of Halsey and Rowan System, Important Terms in Cases of Labour Cost, Causes of Labour Turnover, Measurement of Labor Turnover, Calculation of Labour Turnover, Treatment of Idle Time Cost

## **OVERHEAD COST**

Procedure for Charging the Overheads, Actual Vs. Predetermined Overheads ABQorption Rates, Under ABQorption or Open ABQorption of Overheads, Treatment of Under or Over ABQorbed Overheads, Control Over Overheads, Ot her Factory Overheads.

## **SPECIAL TYPES OF COSTS**

### **PART I – DEPRECIATION**

Need for Depreciation Accounting ,Methods for Calculating Depreciation, Practical Consideration Relating to Depreciation

### **PART II – OBQOLESCENCE**

Control Over OBQolescence

### **PART III – MATERIAL LOSSES:**

Accounting and control, Waste, Scrap, Spoilage, Defectives

## **METHODS OF COSTING**

Job Costing, Batch Costing, Contract Costing, Process Costing, Operation Costing, Output Costing, Operating Costing

Role Of Product Management In Marketing And Its Interface With Other Corporate Functions

Conceptual issues- Branding, Market Segmentation, Positioning & Differentiation Strategies, New Product Planning, Distribution Channels: Structure and Strategy, Advertising Planning

Distinctive Aspects of Services Marketing, Developing Frameworks for Analyzing Services, The Customer Experience

Positioning a Service in the Marketplace, Targeting Customers and Building Relationships, Managing Demand

Creating and Delivering Services, Adding Value to Core Products with Supplementary Services, Understanding Costs and Developing Pricing Strategies

Communicating and Promoting Services, Enhancing Value by Improving Quality and Productivity, Developing and Managing the Customer-Service Function

Organizing and Implementing the Marketing Effort, Globalizing Services Marketing

Planning and designing sales promotion program with specific reference to sales contest, trade-in discount, coupons etc.

Brand building including brand image, positioning, brand valuation and measurement of brand equity.

Link between marketing and advertising planning the communication process and the feedback loop.  
Influence of the environment on advertising planning.

Promotion budgeting dividing the budget into advertising and sales promotion activities on the basis of the nature of the product (fast moving consumer goods, durables, industrial products and services) and the product life cycle.

### **Books**

B.K.Bhar Cost Accounting Academic Publishers, Calcutta  
Khan Jain Cost Accounting Tata McGraw Hill  
Product Management Majumdar Prentice Hall  
Product Strategy and Management Baker, M & Hart S Prentice Hall  
Product Management Donald R. Lehmann, Russell S. Winer  
Service Marketing Nirgudkar Tata Mc Graw Hill  
Service Marketing E Rampal & Gupta Galgotia  
Product Management Chunawala Himalaya  
Product Management Gupta Wisdom  
Service Marketing Valarie A Zeithaml Tata Mc Graw Hill  
Strategic Brand Management Keller Pearson  
Building Strong Brands D.A. Aker --  
Successful Branding Pran K. Choudary --  
Advertising Chunawala and Sethia Himalaya  
Advertising Management David Aker Prentice Hall  
Brand Positioning Subroto Sen Gupta Tata Mc Graw Hill

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