Raghunath Girls' Post Graduate College, Meerut

Aptech Learning Center & Aptech Aviation Academy- R.G.(P.G.) Computer Centre
Skill Development Course
Title of course- Advance Excel (V0001104)
Syllabus

Nodal Department of HEI to run course	Department of Vocational Studies
Broad Area/ Sector-	IT
Sub Sector-	Accounts / MIS
Nature of course – Independent/ Progressive	Independent
Name of suggestive Sector Skill Council	NSDC
Expected fees of the course – Fee/Paid	As Mutually Decided by College & PCE (Aptech)
Stipend to student expected from industry	NA
Number of Seats - ………..	
Course Code - ………..	Credits- 03 (1 Theory, 2 Practical)
Max Marks- ….100….. Minimum Marks……	
Name of proposed skill Partner (Please specify, Name of industry, company etc.)for Practical/ training/ internship/ OJT	Aptech Learning Center (Authorized Meerut Center as PCE)
Job prospects- Expected Fields of Occupation where the student will be able to get job after completing this course in (Please specify, Name of industry, company etc.)	Students will be able to get jobs in MIS / Accounts

Syllabus

Unit	Topics	General/ Skill component	Theory/ practical/ OJT/ Internship/ Training	No. of theoryhours (Total-15 hours = 1 credit)	No of skill Hours (Total-60 Hours=2 credit)
I	Basics of spreadsheet and manipulation of cell Editing of spreadsheet, Absolute and relative cells	Skill	Theory & Practical	2 hours	10 hours
II	Working with Functions / Formulae, Date and time functions, Financial functions	Skill	Theory & Practical	4 hours	25 hours
III	Sorting and Filtering Data, Data Validation,Group and Ungroup, Review tab	Skill	Theory & Practical	3 hours	10 hours
IV	Create Pivot tables, Create Pivot charts, Printingof Spreadsheet	Skill	Theory & Practical	3 hours	10 hours
V	Record a Macro, Run a Macro	Skill	Theory & Practical	3 hours	5 hours

Suggested Reading :

Suggested Digital Platforms/web links for reading-
1. https://eskillindia.org
2. https://nsdcindia.org

Suggested OJT/Internship/Training/Skill partner – PCE (Aptech Learning Center, Meerut)

Suggested Continuous Evaluation Methods: Internal Examination & External Examination

Course Pre-requisites:
- This course is recommended to students having any stream in graduation

Suggested equivalent online courses:

Any remarks/ suggestions:
- The authority to conduct and evaluate the external examination of the skill development coursemay be given either to the skill partner or the college itself.

Notes:
- Number of units in Theory/ Practical may vary as per need
- Total credits/ semester-3 (it can be more credits, but students will get only 3 credits/ semester or 6credits/ year
- Credits for Internship/OJT/ Training/Practical=02 (Training Hours = 60)

R.G. (P.G.) Computer Centre
Meerut

Principal
Raghunath Girls' Post Graduate College
Meerut