SYLLABUS OF SELF STUDY COURSES

Introduction :

Self-study is a method of learning where students take charge of their own studying outside of the classroom, without direct supervision. This allows the student to take control of how, what, when, and where they learn. This method of studying is preferred by independent learners because they can take learning into their own hands. They assess what information they need, find the resources to supplement their learning, and complete their assessments at their own pace.

Objectives of the Self Study Courses are:

- ❖ To encourage students to learn effectively.
- ❖ Facilitate to learn as per students convenience.
- ❖ To give an opportunity to strengthen problem-solving skills.
- ❖ To motivate students to manage their time and priorities.

Implementation of value added courses :

- ❖ Self-Study Courses are not mandatory to qualify for any programme & certificates earned through the Self-Study Courses shall be over and above the total requirement prescribed in the curriculum for the award of the degree.

- ❖ These courses open to all students without any additional fee.
- ❖ Students will complete this Self-Study courses on the Sundays & holidays in a week or beyond the regular class hours.
- ❖ The Self-Study courses may be also conducted during weekends / vacation period.
- ❖ A student will be permitted to register all Self-Study Courses in a academic year.
- ❖ Students will be encouraged to opt for the Self-Study courses.
- ❖ The course can be offered only if there are at least 5 students opting for it.
- ❖ Student can complete their Self-Study courses as per their convenience throughout year.

1. Learn Excel

MODULE 1 - EXCEL BASICS (for Beginners)

- ❖ Lesson 1 – Getting Started with Excel
- ❖ Lesson 2 - Data Entry, Data Editing, and Number Formatting
- ❖ Lesson 3 - Data Formatting
- ❖ Lesson 4 - Working with Cells and Ranges in Excel
- ❖ Lesson 5 - Managing Worksheets

Module 2 - EXCEL ESSENTIALS

- ❖ Lesson 6 - Introduction to Excel Tables
- ❖ Lesson 7 - Auto-fill, Custom Lists, and Flash Fill
- ❖ Lesson 8 - Number Formatting in Excel

MODULE 3 - EXCEL FORMULAS

- ❖ Lesson 9 - Excel Formula Basics
- ❖ Lesson 10 - Logical Formulas in Excel
- ❖ Lesson 11 - Math Formulas in Excel
- ❖ Lesson 12 - Lookup and Reference Formulas in Excel

- ❖ Lesson 13 - Stats Formulas in Excel
- ❖ Lesson 14 - Text Formulas in Excel
- ❖ Lesson 15 - Date and Time Formulas in Excel
- ❖ Lesson 16 - Formulas Mix and Match

MODULE 4 - DATA ANALYSIS

- ❖ Lesson 17 - Named Ranges in Excel
- ❖ Lesson 18 - Data Validation in Excel
- ❖ Lesson 19 - Data Sorting and Filtering in Excel
- ❖ Lesson 20 - Using Conditional Formatting in Excel

MODULE 5 - INTRODUCTION TO EXCEL CHARTING

- ❖ Lesson 21 - Introduction to Excel Charting
- ❖ Lesson 22 - 10 Advanced Excel Charting Examples
- ❖ Lesson 23 - Dynamic Charts in Excel

MODULE 6 - PIVOT TABLE

- ❖ Lesson 24 - Overview of Excel Pivot Table

MODULE 6 - EXCEL EXTRAS

- ❖ Lesson 25 - Protection in Excel
- ❖ Lesson 26 - Introduction to Macros and VB Editor

2. Clarity English Success

- ❖ Grammar
- ❖ Reading
- ❖ Listening
- ❖ Writing
- ❖ Speaking
- ❖ Pronunciation

3. Study of any educational thinker

❖ Life history of the selected thinker

❖ Principles given by thinker

❖ Contribution to education field

❖ Influence of his/her thoughts in the 21th century

❖ Reflection of his/her thoughts in education system

4. Review of educational mobile apps

❖ Concept of Mobile app

❖ General Educational Uses of Mobile app

❖ Technical Description of the Selected Mobile app

❖ Features/Facilities/Tools in the mobile app

❖ Limitations & Educational Implication of the mobile app

5. Basics of Research

❖ Research : Meaning & Concept

❖ Need & Importance of Research

❖ Review of related literature & previous researches

❖ Important Concepts in Research

❖ Data Collection

❖ Data Analysis & Interpretation

❖ Research Findings

❖ Hypothesis Testing

❖ Bibliography writing

CERTIFICATE/ AFFILIATION OF AN EDUCATOR CORRESPONDING
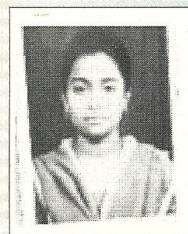
TO HIS/HER CAPACITY TO TEACH MS EXCEL

Sr. No. : 0916694

Maharashtra State Board of Technical Education, Mumbai

Maharashtra Knowledge Corporation Limited

This is to certify that   **SNEHAL SUBHASH WAYKOS**

Snehal.   the withinsigned having successfully completed the prescribed course of studies and having passed the examination with **92** percent marks has been awarded the

Maharashtra State Certificate in Information Technology (MS-CIT)

(Self Study Mode)

on behalf of the Government of Maharashtra in the month of **July-2005** in testimony whereof is set the seal and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

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Director
MSBTE

_____
Managing Director
MKCL

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