

St. Xavier's College (Autonomous), Ahmedabad
Syllabus of Semester – I of the following departments under Faculty of Science
based on Under Graduate Curriculum Framework – 2023 (NEP)
to be implemented from the Academic Year 2023-24.

FACULTY OF SCIENCE

DEPARTMENT OF STATISTICS

Course	Title	Content	Hours/Week	Credit
SEC	Basic spreadsheet tools	U-1: Basic Excel and functions U-2: Reports, Formatting, and Basic DataAnalysis	4 hrs	2

SKILL ENHANCEMENT COURSE

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credit Distribution of The Course (Total - 02 Credit)			Prerequisite(s) of the Course (if any)
	Lecture	Practical	Experiential lab	
Basic Spreadsheet tools	0	4	0	Basic Mathematics, Observation & Analytical Skills

Course Outcomes:

- CO-1 Compute the skill of making charts and Pivot tables.
- CO-2 Compute the skill working with different functions.
- CO-3 By studying this course, students will be able to make reports and formatting using spreadsheets and use interpretation to make decisions.

Learning Outcomes: After completion of this course, the students will be able to

- (1) To apply function in Excel tables, formation of Pivot tables and Pivot chart
- (2) By filtering, reordering, summarizing data to generate reports

Unit-1 Basic Excel and functions

(30Hrs)

- Overview of Excel
- Shortcut keys for various functions in Excel
- Working with data and Excel tables
- Basic function, logical functions, and power functions
- Conditional expressions
- Performing calculations on data

Unit: 2 Reports, Formatting, and Basic Data Analysis**(30Hrs)**

- Changing workbook appearance
- Focusing on specific data by using filters
- Reordering and summarizing data
- Combining data from multiple sources
- Using PivotTables and Pivot Charts
- Printing worksheets and Charts

References:

1. Graduate Statistics in Excel by Mark Harmon (2011).
2. Statistical Analysis with Excel by Excel for professionals (2002).
3. Step by step Microsoft Excel 2013 by Curtis D. Frye.

Pedagogy:

1. The course is taught using computer to solving problem through examples and exercises.
2. Students are encouraged to use resources available on open sources.