Gujarat University
K. S. School of Business Management and Information Technology
[Five Years' (Full – Time) M.Sc. (CA&IT) Integrated Degree Course]
First Year M.Sc. (CA&IT) (Semester - I)

Course Name: Practical - Data Analytics using Spreadsheet

Course Code: DSC-M- IMSCIT-113P

Course Credit: 2

Course Outcomes:

Upon successful completion of this practical course, students will be:

➢ Adept in using spreadsheet tools for data analytics.
➢ Able to perform data cleaning, preparation, and transformation using spreadsheets.
➢ Proficient in using various data analytics techniques in a spreadsheet environment.
➢ Skilled in visualizing data and generating insights using spreadsheets.

Contents:

Unit No.	Course Content	Hours	Credits
1	**Introduction to Data Analytics using Spreadsheets:** • Overview of Data Analytics • Basics of Spreadsheet for Data Analytics • Data Import and Export	30	1
2	**Advanced Data Analytics Techniques:** • Data Cleaning and Preparation in Spreadsheet • Use of Advanced Analytical Functions and Formulas • Data Visualization: Creating Charts and Graphs • PivotTables and Data Analysis Tools	30	1

Reference Books:

1. Excel Data Analysis For Dummies
   By Paul McFedries
2. Data Analysis Using Microsoft Excel: Updated for Office XP
   By Michael R. Middleton
3. Data Science for Business: What You Need to Know about Data Mining and Data-Analytic Thinking
   By Foster Provost and Tom Fawcett

Accomplishments after Completing the Course:

Upon successful completion of the Practical - Data Analytics using Spreadsheet course, students will be able to:

• Students will be adept in performing various data analysis tasks using spreadsheet software, including data cleaning, transformation, and analytical computations.
• Students will be skilled in employing advanced functions and formulas in spreadsheets for data analysis, allowing for efficient and insightful analysis of data.
• Create Effective Data Visualizations
• Generate Insights from Data