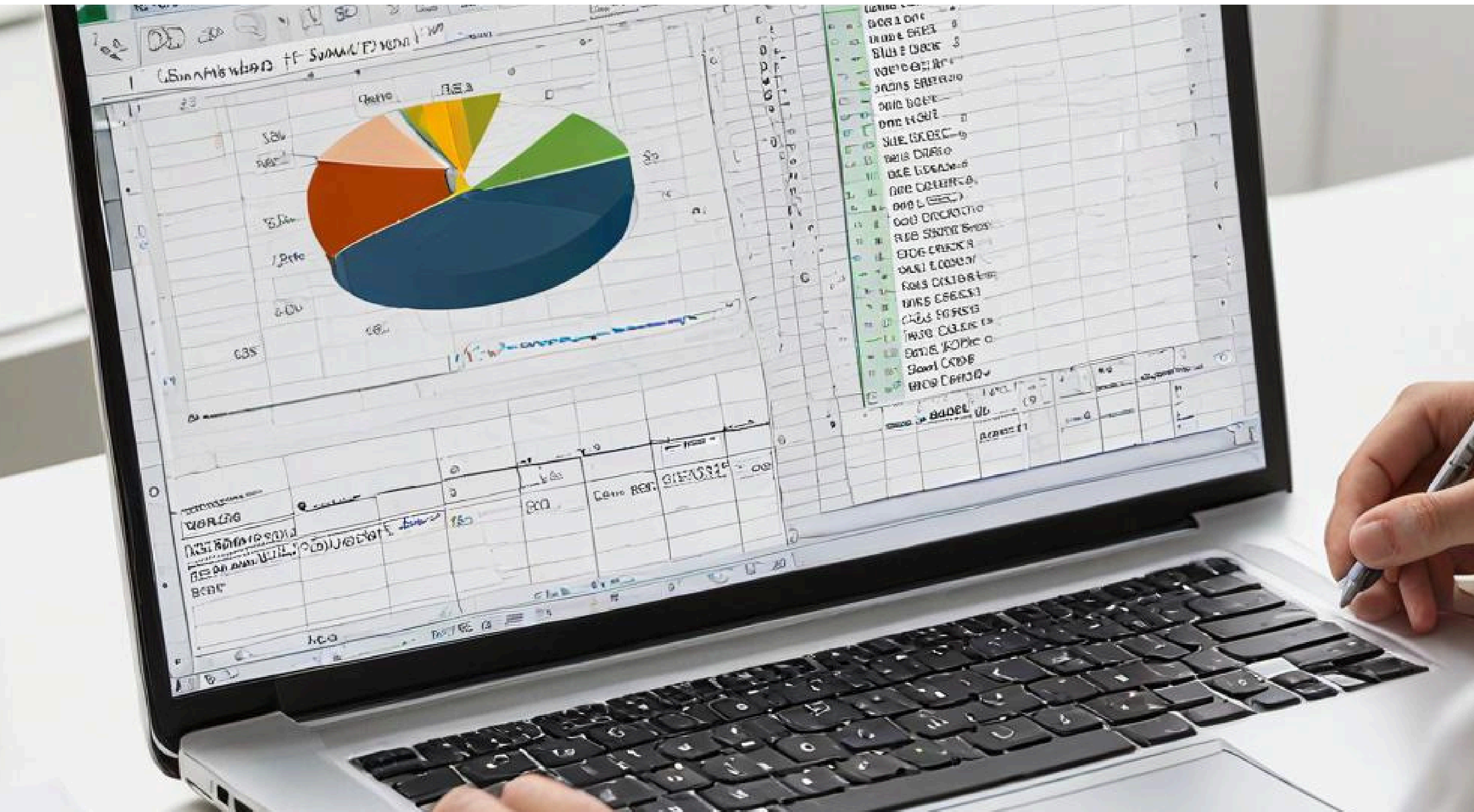


# Department of Commerce



## Fundamentals of Data Analysis and Spreadsheet Essentials

**Value Added Course 2023 -24**

**Duration : 30 hours**

**LEARN. GROW. EXCEL**



## Objectives

- To familiarise students with the foundational principles of data analytics.
- To introduce students to spreadsheet.

## Expected Outcome

- Understand the job roles of a Data Analyst
- To perform basic functions on spreadsheet - Excel
- To create various presentation and visualisation tools using spreadsheet - Excel

## Syllabus

- **Module 1** - Foundation to Dana Analytics and Spreadsheet
- **Module 2** - Data Tabulation and Visualisation
- 

**THIS COURSE IS  
DESIGNED TO  
INTRODUCE  
STUDENTS  
TO THE  
FOUNDATIONAL  
CONCEPTS OF  
DATA  
ANALYTICS**

**Duration : 30 hours**

**LEARN. GROW. EXCEL**