



**Darrang College
(Autonomous),
Tezpur-784001**

Syllabus for Certificate Course

**Course Name: Data Analysis with Excel and
R**



National Institute of Electronics and Information Technology – Guwahati
MeitY, Govt of India
Name of the Program: Office Automation & Data Analytics using R & SPSS
Duration: 100 hours
Mode of conduction: Blended

Chapter	Course Outline
Part I	Office Automation
Chapter 1	Introduction to Computer
Chapter 2	Introduction to GUI Based Operating System
Chapter 3	Elements of Word Processing
Chapter 4	Spreadsheets
Chapter 5	Introduction to Internet, WWW and web browsers
Chapter 6	E-mail, Social Networking and e-governance services
Chapter 7	Digital Financial Tools and Applications
Chapter 8	Overview of Future Skills and Cyber Security
Part II	Data Analytics using R
Chapter 9	Introduction to Data Science
Chapter 10	Scope of Data Science
Chapter 11	Introduction to R and Hands on Sessions using R studio
Chapter 12	R Programming basics and R Environment and Basic Commands
Chapter 13	Data Handling in R
Chapter 14	Importing Data and Sampling
Chapter 15	Data Exploration and Creating Calculated Fields
Chapter 16	Sorting and Data Exploration Validation and Cleaning
Chapter 17	Regression Analysis and Logistic Regression Model Building
Chapter 18	Decision Trees and Model Selection
Part III	Data Analytics using SPSS
Chapter 19	Concepts of data analysis
Chapter 20	Introduction to SPSS
Chapter 21	Working with descriptive statistics
Chapter 22	Hypothesis Testing
Chapter 23	Testing and Correlational Analysis
Chapter 24	Regression
Chapter 25	Non-parametric tests

