



Indraprastha College for Women University of Delhi

Work Plan for ODD SEMESTER – 2026

Course Name:	SEC
Paper Title:	IT Skills and Data Analysis 1
Unique Paper Code:	3126000001
Semester:	1
Faculty:	Prof Roopali Goyanka
Year:	July 2026

Work Plan			
Unit No.	Learning Objective	Lecture No.	Topics to be Covered
1	What is Statistics	1-8	Concept of datasets, Types of Variables Sources of data
		9-16	Building a Questionnaire Concept of Spreadsheet
		17-24	Tabular and graphical presentation of data
II	Measures of Central Tendency	25-32	Introduction to Measures of Central Tendency
		33-40	Measures of Dispersion
		41-48	Representation of population characteristics
III	Assessment	49-56	Assignments

Unit	Contents/Syllabus
I	Unit I : What is Statistics ? This unit provides an introduction to the fundamentals of datasets, sources of data, frequency distributions and graphical representations of data. The aim is to give students a hands-on experience of initiating data analysis through a spreadsheet.
II	Unit II: Measures of Central Tendency and Dispersion The focus of this unit will be to familiarise the student with summary statistics to describe datasets. And, the concept of the Normal distribution

S. No.	Name of Authors/Books/Publishers
1.	Rowntree, D., Statistics without tears - A primer for non-mathematicians, Allyn and Bacon, 2018.
2.	Levin, Rubin, Rastogi and Siddiqui, Statistics for Management, 7th Edn, 2014

Paper Components			
Credits	Lecture (L)	Tutorial (T)	Practical (P)
Assessment Scheme			
S.No.	Component	Marking Scheme	Total Marks
1	Internal Assessment - Assignment - Class Test - Attendance		NIL
2.	Continuous Assessment (Tutorial) - Activity 1 - Activity 2 - Attendance		NIL
3.	Practical - Continuous Assessment - End Term Written/Practical Exam - Viva		80
		80	
		NIL	
		NIL	
4.	End Semester Examination		NIL