

1. Title of the Course: Value Added Course on Data Entry and Analysis using Ms-Excel

2. Introduction: The Department of Statistics conducts Value added courses in “Data Entry and Analysis using Ms-Excel” for the student of B.Sc. I. This course is run on self-funding basis and free of cost. The aim of this course is to provide basic tools and techniques in Ms-Excel entry and statistical analysis to the students. This course provides theoretical and practical knowledge of Ms-Excel in Statistics.

3. General objectives of course:

1. To study statistical concepts using Ms-Excel.
2. To construct graphs using Ms-Excel.
3. To find different measures of Statistics using Ms-Excel
4. To develop employability skills and competencies to serve the job requirements in Statistics.

4. Class: B.Sc. I students having Statistics as one of the subjects

5. Year of Implementation: Syllabus will be implemented from Academic year 2020-21

6. General objectives of course:

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2. To construct graphs using Ms-Excel.
3. To find different measures of Statistics using Ms-Excel
4. To develop employability skills and competencies to serve the job requirements in Statistics.

7. Duration: Total 30 hours (Theory 20 hours + Practical's 10 hours)

8. Syllabus:

Unit 1: Introduction

5 Hours

- 1.1 Introduction to software Ms-Excel
- 1.2 Entry of data in Excel spread sheet
- 1.3 Basic calculations using formulae
- 1.4 Basic calculations using library functions
- 1.5 Examples

Unit 2: Diagrammatic and Graphical Representation

5 Hours

- 2.1 Simple Bar diagram
- 2.2 Subdivided Bar diagram
- 2.3 Pie-diagram
- 2.4 Histogram
- 2.5 Ogive Curves
- 2.6 Examples

Unit 3: Descriptive Statistics

20 Hours

- 3.1 Introduction
- 3.2 Arithmetic Mean
- 3.3 Variance
- 3.4 Moments
- 3.5 Correlation Coefficients
- 3.6 Regression Coefficients

9. References:

- 1) Saha, Pijushkanti and Basu Partha : Advanced Practical STATISTICS – A Laboratory Manual Books and Allied (P) Ltd, Kolkata. 2010.

2) Sarkar, Ashis : Practical STATISTICS: A systematic Approach, Orient Longman limited, Calcutta, 1997.

3) Singh, Gopal : Map work and Practical STATISTICS Vikas Publishing House Pvt. Ltd. New Delhi, 1996.

10. Examination pattern and criteria to get a certificate:

Examination is conducted for 100 Marks. Out of 100 marks 70 Marks are assigned for theory based examination and 30 marks for practical related examination. For theory based examination will be conducted one month prior to semester II examination. For practical examination, oral examination will be conducted related to practical. You will be eligible for a certificate only if average score for theory and practical examination is greater than or equal to 40. Only the e-certificate will be made available.

Course Coordinator and Contact number:

Dr. Dhumal B.R. (Course Coordinator)

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