

**Kanya Mahavidyalaya Kharkhoda**

**Sonipat (Haryana)**

**NAAC Accredited “A Grade”**



**Value Added Course**

**Statistical Analysis with MS Excel**

**Conducted By**

**Department Of Commerce**

### **About the Course:-**

Today, Microsoft Excel is important in our education system for enhancing data management creativity in students' minds. Students can learn by using excel for converting raw data into meaningful information. They will learn by doing exercises in Excel on how to perform calculations faster for visualizing data. Microsoft Excel formulas, formatting options, and other data management and visualization tools can help students to perform complex mathematical, logical and financial calculations faster with accuracy.

Microsoft Excel Tools such as conditional formatting, sorting, filters, use of chart and illustration in data visualization, use of pivot table, logical formulas such as SUMIF, IF, OR, NOT, AND and various other types of text-based options in Excel is really important for researchers. By using such a tool they will learn how to validate, consolidate, group, import and explore data and information in a computer using Microsoft Excel faster with accuracy.

### **Objectives of the Course:-**

Certificate Course in MS-Excel in Statistical Analysis is very beneficial for budding researchers to handle large amount of data and information easily and accurately. Microsoft Excel contains various educational and business tools and features. It means if students start learning and start working on Excel from the earlier as possible then it will easier for them in the future to handle and understand the pattern of data.

Microsoft Excel formulas, formatting options, and other data management and visualization tools can help students to perform complex mathematical, logical and financial calculations faster with accuracy. They can become good and proficient in dealing with data and information while working in organizations and companies.

### **This Course seeks to help the students:**

- To learn the fastest way to do the calculation with accuracy.

- To validate, consolidate, group, import and explore data and information in a computer.
- To visualize the data.
- To build strong analytical thinking and skills.

**Eligibility of the Course:-**

- Candidates who have passed 12th grade in any discipline are eligible for the course.

**Admission Procedure:-**

Candidates seeking admission to the certificate program in MS-Excel in Statistical Analysis should have passed their 10+2 examination or any equivalent examination from a recognized board.

Applicants are not required to pass any entrance examination and the admissions will be done solely on the ground of merit list. The names of the shortlisted candidates would be notified on the college Notice Board. Candidates can apply for admission through offline mode.

**Course Contents:-**

The course content includes the following:

**Unit – 1**

Data collection – Meaning, Experiments and Surveys, Collection of Primary data Questionnaires, schedules, Collection of Secondary Data, Selection of appropriate methods of data collection. Data preparation process, missing values and outliers.

**Unit – II**

Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel, Mean, Median, Mode, Range, Standard deviation, Skewness, Kurtosis. Sampling and Statistical inference – Parameter and Statistic, Sampling and non – Sampling errors, Sampling distribution of mean and proportion, degree of freedom, standard error, central limit theorem.

**Unit – III**

Testing of Hypothesis with the help of MS Excel; hypothesis testing – meaning, types, type 1 and type 2 errors, level of significance, two tailed and one tailed tests. Procedure for hypothesis testing for mean, proportion and variance, limitations of the test of hypothesis.

**Unit – IV**

Chi – square test and analysis of variance with the help of MS Excel

### **Course Outcome**

After completing the course students are able to explore productive creativity in their minds. Finance and economics is the most important part of our life. Later they have to work in companies, HR departments, they will run their own business and they have to manage their own daily life finance. That's why Excel can help to build strong financial thinking by managing, performing business and daily life financial calculation. The program prepares the students to become a good researcher in analyzing and interpretation of data.

### **Other Relevant Information:-**

1. The course would be run in Computer lab from 2.00 PM to 3.00 PM.
2. Total duration of the course will be of 30 Hours.
3. Fee of Rs. 500/- will be charged for the course.

**Kanya Mahavidyalaya, Kharkhoda Sonapat**

**‘A’ Grade**

**Value Added Certificate Course**

**Statistical Analysis with MS Excel**

**Application Form**

Name of the Applicant:-.....

Father’s Name:-.....

Mother’s Name:-.....

Permanent Address:-.....

.....

Contact No :-.....Nationality:-.....

Category:-.....

Class:-.....

Qualification:-

<b>Sr. No</b>	<b>Class</b>	<b>Board/Name of the School</b>	<b>Marks Obtained/ Percentage</b>	<b>Subjects</b>

Applicant Signature