

ST ALOYSIUS COLLEGE (AUTONOMOUS), MANGALURU
575003 INDIA



DEPARTMENT OF STATISTICS

**AN INTRODUCTION TO DATA
ANALYSIS USING EXCEL
(CERTIFICATE COURSE)**



RS.1000

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PROGRAM COORDINATOR:
MS SHWETHA BANGERA

INSTRUCTOR:
MS STEPHIL M.P.



Value Added Programs

Structure

Course	Duration of the Hour	Modules
Certificate	30	2
Diploma/PG Diploma	60	4

- **First year** Undergraduate/Post graduate Students should complete ONE certificate course before the commencement of the even semester examination.
- **Second year** Undergraduate Students should complete ONE certificate course before the commencement of the even semester examination.
- All certificate courses will be conducted online using the LMS portal of the college: <https://sac-elearning.com/>. However the courses requiring hands on training will be conducted in the college premises outside the working hours.
- All courses will be charged for the students. The details available in the LMS portal

MAXIMUM INTAKE OF STUDENTS

- Intake of students for the certificate course Without Hands on training: **80**
- Intake of students for the certificate course With Hands on Training: **40**

Course Name: An Introduction to Data Analysis Using Excel

Course Duration: 30 Hours

Course Type: CC

Mode: Offline

Course Coordinator: Ms Shwetha Bangera

Teaching staff assistant,

School of Physical Sciences,

St Aloysius (Deemed to be University)

M.No:8550090673, Email id: shwetha_bangera@staloyisius.edu.in

Course Instructors:

Ms Stephil M P

Teaching staff assistant,

School of Physical Sciences,

St Aloysius (Deemed to be University)

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An Introduction to Data Analysis Using Excel

MODULE I: Introduction to Excel, Measures of Central Tendency and Dispersion

(15 Hrs)

To create a workbook, Enter texts, numbers and dates in worksheets, Edit cell contents, Excel shortcut keys and benefits, Create an Excel table from a cell range, Add or remove table rows and columns, Create basic formulas, Name, open and save a workbook, Preview, print and close a workbook, Arithmetic mean, Geometric mean and Harmonic mean, median and mode, Range, Quartile deviation, Mean deviation and Standard deviation.

MODULE II: Correlation analysis and Visualization techniques using Excel

(15 Hrs)

Correlation and regression analysis using Excel, testing of hypothesis, t test for mean, Bar charts -Simple bar chart, Component bar chart, Percentage bar chart, Multiple bar charts, Pie charts, Histograms, Frequency Polygon and Ogives, Pivot table, Conditional formatting.

Mode of Evaluation: Test – 02 & Assignment – 02 (Each Module)

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