



Maharaja Agrasen Institute of Management Studies
Affiliated to Guru Gobind Singh Indraprastha University, Delhi, INDIA
Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, INDIA;
www.maims.ac.in

Email: hodcommerce@maims.ac.in
Ph: 9811871455

Dr. Manju Gupta
Head, Department Commerce

Wednesday, 17th February, 2020

SKILL ENHANCEMENT CERTIFICATE COURSE

On

“Quantitative Research & Analysis using MS Excel & SPSS”

Certificate Course Name	Quantitative Research & Analysis using MS Excel & SPSS
Course Objectives	This course endeavors to demystify the web of knowledge surrounding research methods, focusing particularly on business research with statistical tools and techniques. The course will acquaint the learners with the fundamentals of research and data analysis, the ultimate aim of which is to equip the participants with superior research skills. This will enable them to not only publish high quality research papers in reputed journals, but will also allow them to become well-rounded business professionals.
Resource Person(s)	<ul style="list-style-type: none">● Ms. Sumati Kohli, Convener & Assistant Professor● Dr. Rachna Jain, Co-Convener & Assistant Professor● Dr. Manju Gupta, Head, Department of Commerce● Dr. Nisha Jindal, Assistant Professor● Ms. Taranpreet Kaur, Assistant Professor● Ms. Rachita Agarwal, Assistant Professor● Ms. Kajal Mittal, Assistant Professor
Duration	30 Hours (20 Sessions: 1.5 hour each)
Commencement Date	Monday, February 22, 2021
Course Fee	Nil for students of MAIMS, 2500/- for external participants
Session Timings	3:00 pm - 4:30 pm
Venue	Google Meet
Participants	Undergraduate Students
Number of Seats	Limited seats are available (on first come first served basis)
Important Dates	Registration starts 9 th February 2021 Last date to register for Skill Enhancement Certificate Course is 18 th February 2021 Course Starts from 22 nd February 2021
Registration Link	https://forms.gle/nEESsMWwXScHZ1qx7
Issue of Certificate	Certificate of completion shall be issued to successful participants.
Convener(s)	Ms. Sumati Kohli, Convener & Assistant Professor, Department of Commerce, M: 9810440408 Ms. Rachna Jain, Co-Convener & Assistant Professor, Department of Commerce, M: 9810407768

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SKILL ENHANCEMENT CERTIFICATE COURSE DETAILS

“Quantitative Research & Analysis using MS Excel & SPSS”

Research forms a very important backbone for developing new knowledge and ideas. In the business world, quantitative research is crucial for understanding customer needs, development of strategy and for overall organizational success. Sound knowledge of research is an important skill to be a successful professional in today's time. Knowledge of data analysis and quantitative research would be helpful and would support students in the future research progression. Now- a –days, sophisticated research software packages facilitate research in an efficient and resourceful manner. Hence, this skill enhancement course is designed to cater to the needs of students for a sound understanding of research design and use of related software for data analysis.

This course endeavors to demystify the web of knowledge surrounding research methods, focusing particularly on business research with statistical tools and techniques. Hands-on experience on dummy data will be given at the end of the course.

Objectives:

- To acquaint the learners with the fundamentals of research and data analysis
- To define research variables and learn data collection methods
- To impart capabilities for formulation and testing of hypothesis based on the nature of research.
- Enhance the ability to publish high quality research papers in reputed journals

Benefits of the Skill Enhancement Certificate Course:

- Guidance from Expert Resource Persons
- Publication in high repute journals
- Enhance your resume
- Certificate



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COURSE CONTENT

S. No.	Topics	No. of Sessions
1	Types of Data- Nominal, ordinal, ratio & interval, Working in SPSS: Entering data, variable labels, value labels	1
2	Transformation of data Cleaning Data in Excel & SPSS	1
3	Data Screening through Descriptive Analysis – Excel & SPSS	2
4	Descriptive Statistics – Excel & SPSS – Excel & SPSS	1
5	Cross tabulation – One & Two Variables – Excel & SPSS	1
6	Use of Graphs – trend lines, Histogram, Rank & Percentile; multiple axis graph, Chart Creation Basics - box plot, histogram, PP plots – Excel & SPSS	1
7	t-test/z-test one sample & two sample-Excel & SPSS	2
8	t-test/z-test paired sample – Excel & SPSS	1
9	ANOVA – Excel & SPSS	1
10	Correlation – Pearson’s Coefficient –Excel & SPSS	1
11	Correlation – Spearman’s Rank –Excel & SPSS	1
12	Regression – Assumptions	1
13	Regression – Simple & Multiple – Excel & SPSS	2
14	Chi-square Test, Sign test- SPSS	1
15	Kruskal Wallis Test, Friedman’s Test - SPSS	1
16	Mann Whitney Test, Wilcoxon test - SPSS	1
17	Factor Analysis - SPSS	1
	TOTAL	20



Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

Duration: 30 Hours (1.5 hour per session: Total 20 sessions)

Resource Person(s):

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- Dr. Nisha Jindal, Assistant Professor
- Ms. Taranpreet Kaur, Assistant Professor
- Ms. Rachita Agarwal, Assistant Professor
- Ms. Kajal Mittal, Assistant Professor

Course Schedule: From 22nd February, 2021 (3 p.m. to 4:30 p.m.)

Who can attend? Undergraduate Students

Criteria for Certification:

- Attendance
- Submission of assignment/quizzes within specified time
- Submission of all weekly feedbacks

Important Dates:

Registration starts **9th February 2021**

Last date to register for Skill Enhancement Certificate Course is **18th February 2021**

Course Starts from **22nd February 2021**