



# Maharaja Agrasen Institute of Management Studies

(Established by Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

[www.maims.ac.in](http://www.maims.ac.in)

Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003); Office Phone: 8448186947

Courses offered: BBA, B.Com (H), B.A. Eco. (H), BA (JMC), BALLB & BBALLB

*Under the Aegis of IQAC & in association with ThinkQuest Club*

**Department of Business Administration**

*is organizing*

**Skill Enhancement Certification Course**

*(February'21 – April'21)*

# Data Analytics 1.0 using Excel & SPSS for Undergraduate Students

## Key Takeaways

- Application of Research Methodology
- Understanding of different types of data
- Able to describe, predict & make informed decisions
- Application in the specific areas of marketing, human resources, finance, and operations.



**Time: 4:00 PM - 5:30 PM**



**Duration: 30 Hours**



**Starting From: 19 Feb 2021**

**Online Classes Via Gmeet**



## Maharaja Agrasen Technical Education Society (MATES), New Delhi

**Dr. Nand Kishore Garg Founder &  
Chief Advisor, MATES  
Chancellor, Maharaja Agrasen University, Baddi, HP**



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Prof. (Dr.) Ravi Kumar Gupta- Director	Prof. (Dr.) S. S. Deswal- Dean (Academics)	Sh. Suresh Gupta- Project Director	
			Sh. J R Mani Tripathi CAO (Accounts)



## Resource Persons:

- **Dr. Parul Kumar, Convener & Asst. Prof. (9899220678)**
- **Prof. (Dr.) Vijay K. Khurana, Co-Convener & HOD**
- Dr. Bharti Chaudhary, Asst. Prof.
- Dr. Sumedha Dutta, Asst. Prof.
- Ms. Shilpee Aggarwal, Asst. Prof.
- Mr. Inderpal Singh, Asst. Prof.
- Ms. Preeti Bansal, Asst. Prof.
- Mr. Nakul Anand, Asst. Prof.

## Who can attend?

- Final Year Students
- BBA
- B.Com (H)
- B.A.Eco (H)
- BALLB
- BBALLB
- BAJMC

No Fees

Online Sessions

Certificate of Completion

Top 7 Performers will get  
Certificate of Excellence

**Last date of  
Registration:**

**Feb 16, 2021**



## Evaluation:

- Mid term – MCQ
- Final – MCQ
- Application based  
Project

*Minimum 80%  
Attendance*

## Patrons:

**Prof. (Dr.) S. K. Garg**  
(Director General, MAIMS)

**Prof. (Dr.) G.P. Govil**  
(Advisor, MATES)

**Prof. (Dr.) Ravi K. Gupta**  
(Director, MAIMS)

## Program Head

**Prof. (Dr.) Vijay K. Khurana**  
(HOD, Dept. of Bus. Admin.)

# Course Content

Lec. No.	Topics	Software	Resource Person
1	Types of Data- Nominal, ordinal, ratio & interval	Excel	Prof.V.K. Khurana
2	Filter - Number and Text filters, data filters	Excel	Ms. Shilpee Aggarwal
3	Sorting - Sort by colour, reverse list and randomize list	Excel	Dr. Bharti Chaudhary
4	Conditional Formatting - Manage rules, data bars, colour scales	Excel	Mr. Inderpal Singh
5	Tables - Structured references, table styles and quick analysis	Excel	Ms. Preeti Bansal
6	Cleaning Data in Excel - removing duplicates, use of min & max	Excel	Dr. Sumedha Dutta
7	Data Screening through Descriptive Analysis	Excel	Mr. Nakul Anand
8	Use of Graphs - trend lines, Histogram, Rank & Percentile; multiple axis graph	Excel	Dr. Bharti Chaudhary
9	Pivot Table	Excel	Dr. Parul Kumar
10	Frequency distribution	Excel	Ms. Shilpee Aggarwal
11	Hypothesis testing - t test and z test	Excel	Dr. Sumedha Dutta
12	ANOVA	Excel	Mr. Nakul Anand
13	Correlation & Regression	Excel	Ms. Preeti Bansal
14	Working in SPSS: Entering data, variable labels, value labels	SPSS	Mr. Nakul Anand
15	Chart Creation Basics - box plot, histogram, PP plots	SPSS	Mr. Inderpal Singh
16	Descriptive Analysis & Crosstabulation	SPSS	Dr. Bharti Chaudhary
17	Mann Whitney Test, Wilcoxon test	SPSS	Dr. Sumedha Dutta
18	T-test & ANOVA	SPSS	Ms. Shilpee Aggarwal
19	Correlation & Regression	SPSS	Ms. Preeti Bansal
20	Exploratory Factor Analysis	SPSS	Dr. Parul Kumar

## 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.