



Department of Economics

Under the Aegis of IQAC

Skill Enhancement Course

On

Data analysis using
Advanced Excel and SPSS

2 pm - 4 pm

April 2024 - May 2024

(3 Days in a Week)

Registration Fee - ₹200/-

Certificates will be awarded

Maharaja Agrasen Institute of Management Studies

(A UNIT OF MAHARAJA AGRASEN TECHNICAL EDUCATION SOCIETY)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC;

NAAC Accredited with Grade 'A++'

Recognized by Bar Council of India; ISO 9001:2015 Certified Institute

Maharaja Agrasen Chowk, Sector 22, Rohini, New Delhi, Delhi

110086 Website: www.maims.ac.in

For Faculty, Student and Staff of MAIMS

<https://forms.gle/sBPqRsa4x6mWCXh3A>

Last Date of Registration:

March 31, 2024

Highlights

- Data manipulation, cleaning, and organization in Excel
- Mastering advanced statistical methods such as regression analysis and ANOVA
- Proficiency in pivot tables and data summarization tools
- Competency in SPSS for statistical analysis and hypothesis testing
- Skills in creating effective visualizations and reports
- Fostering critical thinking through practical statistical application
- Understanding research design principles
- Enhancing decision-making with actionable insights from Excel and SPSS data analysis



Maharaja Agrasen Technical Education Society (MATES) New Delhi



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Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP

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**Maharaja Agrasen Institute
of Management Studies**

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of Technology**

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School**



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About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) and BBALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

Education and Educators have always played an instrumental role in the development and advancement of society and humankind. We are living in an era of rapid change, with global expansion of skills and expertise in a variety of fields. The role of education has shifted from rote memorization to proactive learning. We at MAIMS are conscious of these needs and are continuously striving to attain them.

As part of our commitment to being at the forefront of education, we collaborate with and maintain excellent relationships with industry and leading corporate houses for training and internship opportunities. This gives our students an edge over others, which is reflected in our year after year high placement rates.

At MAIMS, we inspire dreams, galvanise actions, and define the vision for tomorrow. Our enthusiasm knows no bounds and our dedication to take education to new heights is indeed strong.

The Department of Economics is one of the youngest departments of MAIMS, established in 2017. It offers Undergraduate Degree Programme i.e., BA (H) Economics. Currently, there are six faculty members in the department who either hold doctoral degrees or are pursuing it.

The department offers a blend of theoretical and applied knowledge of Economics supplemented with quantitative methods to its students along with immense opportunities beyond academics. Under the aegis IQAC

This course attempts to:

- 1. Supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests.**
- 2. Augments aptitude skills, technical knowledge, ability to think and innovate.**
- 3. Exposure to recent trends in the field of economics from the perspective of Indian texts and economists.**
- 4. Strives to inculcate fundamental problem-solving skills to encourage the students and make them understand the use of both basic and advanced excel tools.**

Payment Modes:



₹200/- Cash

**Ms. Saloni Arora, Assistant Professor, Department of Economics
Room No. 993(2-3 pm)**

Last Date of Registration : 31 March,2024

Course Commencement : 1 April, 2024

Registration Link : <https://forms.gle/sBPqRsa4x6mWCXh3A>

MS Office is the most widely used tool for documenting and organizing information, delivering presentations, as well as processing data in offices environments across the globe. It has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment. Both the applications are going to help participants in enhancing their IT skills, decision making and better understanding of the data.

After completion of the course, participants will be able to:

- Gain expertise in Excel for data manipulation, cleaning, and organization.
- Master advanced statistical methods such as regression analysis and ANOVA.
- Acquire proficiency in pivot tables and data summarization techniques.
- Develop competency in SPSS for statistical analysis and hypothesis testing.
- Learn to create impactful visualizations and reports to communicate findings effectively.
- Foster critical thinking through hands-on statistical application.
- Understand research design principles applicable across diverse domains.
- Enhance decision-making with actionable insights derived from Excel and SPSS analysis.
- Develop comprehensive data analysis skills using advanced Excel and SPSS features

The Value-Added Certificate Course would be beneficial for students and researchers for enhancing their document preparation and research writing skills. A certificate of completion will be provided to the eligible participants.

- Commencement date: April 1,2024
- There will be 15 Sessions of 2 hours of each and 3 days per week.
- Class timings will be 2:00 pm – 4:00 pm.
- Minimum 75% attendance is required to be eligible for certificate.
- Two comprehensive Skill Assessment Tests (MCQ) of one-hour each will be held at the end of the course.

Module No	Module Name	Topic
1	Basic Excel	Sorting and filtering
		Conditional logics
		Statistical functions
2	Advance Excel	Look ups and Reference Functions: Vlookup, H lookup, match,index
		Working with Reports: Creating Subtotals, Multiple Level Subtotals, Pivot Table, Pivot Chart
		Excel Assessment
3	SPSS (Statistical Package for the Social Sciences)	Variables and Data Entry in SPSS
		Regression
		T Test
		Chi Square Test
		Paired Sample T Test
		Descriptive Stats
		One way ANOVA
		Factor Analysis
		SPSS Assessment

Organising Team

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Director
MAIMS

Programme Head

Dr. Gaurav Aggarwal
Associate Professor & Head,
Department of Economics, MAIMS

Convener

Ms. Kamna Vaid
Assistant Professor
Department of Economics, MAIMS

Co-Convener

Ms. Saloni Arora
Assistant Professor
Department of Economics, MAIMS

Resource Person

- **Dr. Gaurav Aggarwal, Associate Professor and Head, Department of Economics**
- **Ms. Kamna Vaid, Assistant Professor, Department of Economics**
- **Ms. Diksha Goel, Assistant Professor, Department of Economics**
- **Ms. Sakshi Gupta, Assistant Professor, Department of Economics**
- **Ms. Kshama Aggarwal, Assistant Professor, Department of Economics**
- **Ms. Saloni Arora, Assistant Professor, Department of Economics**

