

Post Graduate Department of Economics

Mar Thoma College, Chungathara

Syllabus for Certificate Programme in

Introduction to Excel and SPSS (EC CP 01)

Module I Data analysis using Excel

Data-sort-filter-Creation of charts and graphs-manipulation of data-Formula Syntax-Entering and editing formula-Auto sum. Descriptive statistics-Correlation and regression using data analysis Tool Pack

Module I Data management Using SPSS

Creating a data file, Defining variable, entering data, opening an existing data file, inserting variables, inserting cases

Module II Describing Data numerically in SPSS

Summary measures, frequencies, Descriptive statistics, formulate tables, pivot tables

Module III Testing of hypothesis

Testing of Hypothesis (Z-test,t-test, Chi-square test, ANOVA)

References

Chawla, D., &Sodhi, N. (2011). *Research methodology: Concepts and cases*. Vikas Publishing House.

Kothari, C. R. (2004). *Research methodology: Methods and techniques*. New Age International.

Norusis, M. J. (1990). *SPSS: Statistical data analysis*. SPSS

Pandya, K., Bulsari, S., & Sinha, S. (2012). *SPSS in simple steps*

Walkenbach, J. (2013). *Excel 2003 bible (Vol. 36)*. John Wiley & Sons.

Webster, A. (1995). *Applied statistics for business and economics*. Irwin Professional Publishing