Cluster University Sainagar

Department of Commerce
Skill Enhancement Course For 1st Semester.
Course Code: UGCOM22S101

Course Title: Business Statistics: Tools and Techniques --I

Total Credit: 04 (02 + 02)

Objective: *The course aims to develop basic understanding of statistical tools and their application in excel for successful analytics career.*

Learning Outcomes: *learners will be able to organize andanalyze the data in excel worksheet so as to make better business decisions.*

Unit I

General nature and scope of Business statistics: Primary data; secondary data,Concepts of frequency, cumulative frequency; Central tendency: Its measure- Mean (Direct and Indirect), Median. Mode and their uses.

Unit II

Dispersion: Its measure-Range, Mean deviation, Standard deviationand their uses: Calculation of standard deviation; direct method and Indirect Method

Tutorial/Practical - I

Working with Microsoft-Excel for statistical calculations; Hands-on-Training for descriptive statistical analysis: Calculation of central tendency and dispersion for secondary data using Excel functions: Average, Median, Mode, Standard Deviation, Range.

Tutorial/Practical - II

Diagrammatic presentation and interpretation of data using Microsoft Excel. Different types of diagrams to represent statistical data in excel; Pie Chart, Bar chart, Line chart, Histogram.Uses and importance of charts.

Suggested readings

1. S.P. Gupta, Statistical Methods, S. Chand Publication.
2. S.C Gupta and V.K Kapoor, Fundamentals of Mathematical Statistics, S Chand Publications.
3. Michael Alexander, Excel 2019, Bible, Willey Publications.