



श्रद्धावान् लभते ज्ञानम्

Prafulla Chandra College
Department of Economics

Date: 15.05.2023

Notice

Department of Economics is conducting an Add-on Course on the topic **Basic Use of Excel in Economics and Statistics** from **01.06.2023 to 15.06.2023**.

- The course is free of charge.
- The mode of course is online.
- Students should have computer/Laptop with MS Excel application installed.
- Duration of each class shall be for 2 hours.
- Total duration of the course is 30 hours.
- The timings of the classes will be communicated later to the selected students.
- Students from any Programme of any semester i.e., B.A./B.Sc./B.Com can register for the course.
- There are limited seats for the course. In case of excess registration, students will be selected on first cum first serve basis.
- The list of selected students will be published in the college website.
- Certificates will be given to the candidates on successful completion of the course.

Interested students can register themselves through the link provided below:

<https://forms.gle/tozCweRYNpRwgRFL6>

Last date of registration: 21.05.2023

Note: Students should visit the website regularly for further information.

Course Details

Course Name: Basic Use of Excel in Economics and Statistics

Mode of Class: Online

Total Course Duration: 30 Hours

Course Coordinators: Prof. Tushar Kanti Pal & Prof. Vaskar Barman

Unit	Topic	Credit Hours
1	Introduction to Statistics Concept of Data; primary data and secondary data; Types of data; Time series data, cross section data, panel data	2
2	Methods of Data Collection Surveys; Interview, questionnaires, focus groups	2
3	Tabular and Graphical Representation of Data Concepts of line diagram, bar diagram, pie chart	3
4	Analysis of Data Central Tendency; Mean, Median, Mode; Dispersion	10
5	Introduction to Excel Interface of excel worksheet awareness,	3
6	Data processing in Excel Data recording, Basic calculations in Excel, Representation of line diagram, bar diagram, pie chart, histogram, Analysing data with the concepts of Central Tendency.	10

**Head of the Department
Department of Economics**