SEC0102603: Data Collection and Presentation

Total Marks: 75   **Credits: 3**

Course Outcomes:

This course helps students in understanding use of data, presentation of data using computer software like MS-Excel. Students will be involved practically to preparation of questionnaires/interview schedules, collection of both primary and secondary data and its presentation. Students will also be asked to prepare a report on collected data and will be evaluated accordingly.

Course Outline:

1. Use of Data

Use of data in social sciences; types and sources of data; data collection methods. Population census versus sample surveys. Random sampling.

2. Questionnaires and Schedules

Meaning; how to prepare a questionnaire and interview schedule; use of questionnaire and interview schedule for data collection.

3. Presentation of Data

Data presentation in tabular formats; use of diagrams for data presentation; creating charts and diagrams in MS-Excel – bar, line, pie, scatter, radar, bubble diagrams, population pyramids.

Readings:

1. S P Gupta, *Statistical Methods*, S Chand.

2. Webtech Solutions Inc., *Mastering Microsoft Excel Functions and Formulas*

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