

FOUR YEAR UNDERGRADUATE PROGRAM(2024–28)

Department of Commerce and Management

COURSE CURRICULUM

PART-A: Introduction			
Program: Bachelor in Business Administration <i>(Certificate/ Diploma /Degree)</i>		Semester-VI	Session: 2024-2027
1	Course Code	BBSEC - 04	
2	Course Title	Basic Statistics Using Microsoft Excel	
3	Course Type	Skill Enhancement Course [SEC]	
4	Pre-requisite (if, any)	As per requirement	
5	Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> ➤ Learn about important statistical functions available in Microsoft Excel. ➤ Create data set and filtering the categories under variable. ➤ Learn some important type of charts and those charts will be used to make prediction. ➤ Use Microsoft excel software to estimate the models from real data, and draw conclusions. ➤ Use analysis tool box function for testing of hypothesis problems 	
6	Credit Value	2 Credit (1C+1C)	Credit= 15Hours– Theoretical learning and =30 Hours Laboratory or Field learning/Training
7	Total Marks	Max. Marks: 50	Min Passing Marks: 20
PART-B: Content of the Course			
Total No. of Teaching–learning Periods: Theory – 15 Periods (15 Hrs) and Lab. or Field learning/Training 30 Periods (30 Hours)			
Module	Topics (Course contents)		No. of Period
Theory Contents	Basic Statistics: Statistical Functions be used to perform basic calculations on ranges of values, Ranking Functions, Rank values to establish percentages and percentiles, Data Analysis Toolpak, Quickly and easily perform statistical calculations with the Data Analysis Charts - Bar Chart, Pie chart, Scatter diagram, Histogram, Line chart Trend method, polynomial regression, logistic regression, exponential smoothing, exponential trend method for forecast and moving average and time series forecasting.		15
Lab./Field Training Contents	Descriptive Statistics: statistical measures t tests for one sample, two sample F tests for one sample, two sample, ANOVA for single factor, ANOVA for two factor, Correlation, Simple Linear Regression and Multiple linear regression.		30
Keywords	Statistics, Charts, Trend, ANOVA, Linear Regression.		
PART-C: Learning Resources			
Text Books, Reference Books and Others			
Text Books Recommended–			
1. A. N. Sah (2021). Statistics For Management Using Ms Excel, Dreamtech Press. 2. Neil J Salkind (2015). Excel Statistics, SAGE publications, Inc. 3. Livine David M (2017). Statistics for Manager using Microsoft Excel, 8 th edition, Pearson publication. 4. Hansa Lysander Manohar (2017). Data Analysis and Business Modelling Using Microsoft Excel, PHI publisher. 5. Glyn Davis and Branko Pecar (2014). Business Statistics Using Excel, Oxford University Press.			
Online Resources–			
<ul style="list-style-type: none"> ➤ https://www.googleadservices.com/pagead/ ➤ https://www.coursera.org/ 			
PART-D: Assessment and Evaluation			

(Signature)

(Signature)

Suggested Continuous Evaluation Methods:		
Maximum Marks: 50 Marks		
Continuous Internal Assessment (CIA): 15 Marks		
End Semester Exam (ESE): 35 Marks		
Continuous Internal Assessment (CIA): (By Course Coordinator)	Internal Test / Quiz-(2): 10 & 10 Assignment/Seminar + Attendance - 05 Total Marks -	Better marks out of the two Test/ Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):	Laboratory/Field Skill Performance: Onspot Assessment M. Performed the Task based on learned skill- 20 Marks N. Spotting based on tools (written) 10 Marks O. Viva-voce (based on principle/technology) - 05 Marks	Managed by Coordinator as per skilling

Name and Signature of Convener & Members of CBOS:

Amur

LM

Sal B
my