

**Syllabus for FYUGP, Skill Course (SEC): 2023-24, Sem- 1**

**Department of Statistics**

**Skill Course Name: Data Collection and Presentation**

**Credit: 4**

**Marks: 100**

**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.

1. Web tech Solutions Inc., Mastering Microsoft Excel Functions and Formulas.