FIRST SEMESTER SEC

## Data Collection and Presentation

## Credits:3

**Course Description:**

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.

# Questionnaires and Schedules

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

# 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**.**,](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Webtech%2BSolutions%2BInc.&search-alias=stripbooks) *Mastering Microsoft Excel Functions and Formulas*