Department of Mathematics

Certificate Course

Course Name	Introduction to Data Management
Course Code	MATCC001
Duration	30 Hours

About the course: The Course involves various aspects of data management, including collecting, organizing and processing data. The measures of central Tendency, measures of variation and measures of position are computed Using Excel.

Course Objective:
1. Demonstrate the methods of computing data management tools manually.
2. Demonstrate the methods of computing data management tools using Excel

Course Outcomes:
Upon completion of this course the student will be able to:

1. Attain fundamental knowledge of data organization
2. Acquire basic knowledge of representation of data
3. Understand the concepts of measures of central tendency, variation and position
4. Able to calculate the various measures using Excel

Prerequisites:
1. Basic Mathematical calculations
2. Basics of graphing
3. Basics of computer data entry

Course Content:
Module 1:
Basics of data collection, frequency distributions and graphs

Module 2:

Measures of central tendency, measures of dispersion and measures of position

Module 3:

Computation of easures of central tendency, measures of dispersion and measures of position using excel

References:

1. Elementary Statistics: Picturing the World (6/e) Ron Larson & Betsy Farber Pearson Education, Inc (2015) ISBN: 9780321911216
2. Excel Fudamentals, St.George's University of London