

HENRY BAKER COLLEGE, MELUKAVU

DEPARTMENT OF TOURISM

CERTIFICATE PROGRAMME

Title of the Programme: FUNDAMENTALS OF STATISTICS, SPSS AND EXCEL

Name of the Faculty in Charge: Mr. Nitheesh Gopi

Instructional Hours: 30 Hours

Objective:

This course is designed to provide students with a solid foundation in using Microsoft Excel for data management and analysis, understanding fundamental statistical concepts, and utilizing IBM SPSS for statistical analysis. Students will learn how to collect, organize, analyse, and interpret data, making them well-equipped to tackle real-world data-driven problems.

Syllabus

Module I : Introduction to Excel

(6 Hours)

Introduction to Microsoft Excel: Navigating the Excel interface, Creating and formatting Tables, spreadsheets, Data entry and cell referencing , Basic mathematical Operations in Excel, Excel Functions and Formulas

Using Excel functions: (e.g., SUM, AVERAGE, IF), Absolute and relative cell references, Data Types, Using logical functions

Data Visualization in Excel: Creating charts and graphs, Formatting and customizing charts

Module II : Introduction to Statistics

(10 Hours)

Basic statistical concepts: Descriptive vs. inferential statistics, Measures of central tendency and variability

Sampling and Hypothesis Testing: Sampling methods

Hypothesis testing: Introduction to Statistical analysis tests, Null and alternative hypotheses

Correlation and Regression Analysis: Understanding correlation, Simple Linear regression analysis, Multiple linear regression, Logistic regression, Boxplot

Module III : Introduction to IBM SPSS

(10 Hours)



Overview: Overview of SPSS interface, Data import and preparation, Descriptive statistics in SPSS, Data visualization in SPSS

Performing Statistical Analysis in SPSS: Conducting t-tests and ANOVA in SPSS, Chi-squared tests, Binomial tests, Correspondence analysis, Chi-Square Test of Independence, Chi-Square Goodness-of-Fit Test

Module IV : Hands on Data analysis Project Using SPSS, Excel and Word (4 Hours)

This hands-on data analysis project is designed to provide you with practical experience in collecting, Analysing, and presenting data using essential tools such as SPSS, Excel, and Word.

Data Collection, Data Cleaning and Preparation, Statistical Analysis, Data Visualization, Report Writing.

References:

1. Fundamentals of Statistics , S.C Gupta (2009)
2. John Walkenbach Excel Bible (2016)
3. support.microsoft.com
4. ChatGPT (3.4)

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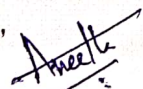
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List of Students Enrolled

Sl.No.	Class Number	Name of the Student	Ist Choice	
		M.Com II Year		
1	22MC401	AISHA NASAR	Fundamentals of Statistics SPSS & Excel	
3	22MC403 ✓	AMEENA ASHRAF	Fundamentals of Statistics SPSS & Excel	
4	22MC404 ✓	ANITTA STANLY JOHNS	Fundamentals of Statistics SPSS & Excel	
5	22MC405 ✓	ASHMITHA ISSAC ✓	Fundamentals of Statistics SPSS & Excel	
6	22MC406	BINOL BABY	Fundamentals of Statistics SPSS & Excel	
7	22MC407 ✓	DEVIKA AJIMON	Fundamentals of Statistics SPSS & Excel	
9	22MC409 ✓	HIBA FATHIMA M	Fundamentals of Statistics SPSS & Excel	
10	22MC410 ✓	KLINSE MANUEL	Fundamentals of Statistics SPSS & Excel	
11	22MC411 ✓	KRISHNA SALI	Fundamentals of Statistics SPSS & Excel	
12	22MC412	MARIA VARGHESE ✓	Fundamentals of Statistics SPSS & Excel	
15	21MC424	THASNI HUSSAIN ✓	Fundamentals of Statistics SPSS & Excel	
		B.Com MII II Year		
16	22FT705 ✓	SABIN SHAHUL	Fundamentals of Statistics SPSS & Excel	9207001917
17	22FT708 ✓	SNEHA TREESA SABU	Fundamentals of Statistics SPSS & Excel	8078055215 ✓
18	22FT702 ✓	GRACE LEVANYA	Fundamentals of Statistics SPSS & Excel	9562018894
		B.Com MII III Year		
19	21CA704	AMAL KRISHNA	Fundamentals of Statistics SPSS & Excel	8590465016
		B A English III Year		
20	21EN314 ✓	FEBIN NOUSHAD	Fundamentals of Statistics SPSS & Excel	9526681523
21	21EN309 ✓	ASIYA YOOSUF	Fundamentals of Statistics SPSS & Excel	6282146182
		M.Com I Year		
22	22MC401 ✓	AKSA MOL JOHNSON	Fundamentals of Statistics SPSS & Excel	
23	22MC402 ✓	ANEESHIYA CHERIAN	Fundamentals of Statistics SPSS & Excel	
24	22MC403 ✓	ATHUL V S	Fundamentals of Statistics SPSS & Excel	
		B.Com III Year		
25	21CP228	JISNA JOHNSON ✓	Fundamentals of Statistics SPSS & Excel	
26	21CP232	MUHAMMED FIROZ	Fundamentals of Statistics SPSS & Excel	
27	21CP237 ✓	RIYAS SAKEER	Fundamentals of Statistics SPSS & Excel	

28. Jisna - 8075630543 ✓


Head of the Department


Course Co-ordinator

Department of Tourism Studies
Henry Baker College
Melukavu - 686 652

**CERTIFICATE PROGRAMME ON
FUNDAMENTALS OF STATISTICS, SPSS AND EXCEL**

ACADEMIC YEAR 2023-24

SUMMARY REPORT OF THE PROGRAMME

The Fundamentals of Statistics, SPSS, and Excel certificate programme provided participants with a valuable skill set essential for data-driven decision-making. Through a blend of theoretical instruction and hands-on practice, participants acquired practical skills that are directly applicable in various fields requiring data analysis and interpretation. The programme successfully fulfilled its objective of equipping participants with the necessary tools and knowledge to excel in handling and analyzing data effectively.

ASSESSMENT PROCEDURE

To convey the curriculum content, both theoretical instruction and hands-on practical sessions were conducted.

A written examination (MCQ model) was conducted on 09/04/2024. Students who have obtained above 40 percentage mark in the written examination were declared as a successful participant.

2023-24 SUMMERY REPORT

During 2023-24 , 28 Students were enrolled for the course. The examination was conducted by the department of Tourism on 09/04/2024. 19 Students were attended the examination and all the 19 students were cleared the examination.

NITHEESH GOPI

Coordinator of the programme



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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
1. Rigo Sakar	9914714393																							
2. AHAF V.A	- 9497500086																							
3. Rasil Aarif	- 8281779855																							
4. Amal Krishna																								
5. Muhammed Aslam	- 7025105627																							
6. Nasim Naboo	5590 372226																							
7. Kinse manuel	8281300545																							
8. Aasiya Yousuf																								
9. Febin Nourhad	- 9526681523																							
10. Dewika Ajimin	- 9961142377																							
11. Hiba Sathima M.	- 9526471282																							
12. Amara Ashraf	- 9037640174																							
13. Krishna Sali	- 6285732575																							
14. Anitha Shanky Johns	- 8690829701																							
15. Sneha Tareca Sabu	- 8078055215																							
16. Jisma Johnson	- 8075630543																							
17. Abishe Ibrahim	- 85904053																							
18. Mabeen Rafat	- 9539564605																							
19. AHud V.S	- 7902914642																							
20. Nkoa mol johnson	- 9188199409																							
21. Anushya cheeryan	- 9495361802																							
22. Sabir Shahal	- 9207001917																							
23. Grace Luvamya	- 9562018894																							
24																								



HENRY BAKER COLLEGE, MELUKAVU

DEPARTMENT OF TOURISM

CERTIFICATE PROGRAMME

Title of the Programme: FUNDAMENTALS OF STATISTICS, SPSS AND EXCEL

Grade Sheet

Sl.No	Enrolment ID	Name of the student	Grade
1	22MC411	Krishna sali	B+
2	22FT708	Sneha Treesa Sabu	B+
3	21CA703	Althaf.va	B+
4	22MC403	Athul v s	A
5	22MC401	Aksa mol johnson	A
6	22MC407	Devika Ajimon	B+
7	21CP236	Rasil Arif	A
8	21EN314	Febin Noushad	B
9	21EN309	Asiya Yoosuf	B+
10	22MC404	Anitta stanly johns	B+
11	21CP237	Riyas Sakeer	B
12	22MC402	Aneeshiya Cherian	A
13	22MC403	Ameena Ashraf	A
14	22MC410	Klinse Manuel	B+
15	21CA701	Abishar methar	B+
16	22MC409	Hiba Fathima M	A
17	21CP234	Nasim naboob	B+
18	22FT705	Sabin shahul	B+
19	22FT702	Grace levanya	A



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Henry Baker College
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CERTIFICATE PROGRAMME -2023-2024

*This is to certify that Mr./Ms.....**A.N.I.T.A**.....**STANLEY**.....**JOHNS**.....has
successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**.....conducted by the
SPSS AND EXCEL
Department of.....**TOURISM**.....with Grade **B+** in the examination held on.....**9-4-2024**.....*

Course Coordinator

IQAC Coordinator



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CERTIFICATE PROGRAMME -2023-2024

*This is to certify that Mr./Ms.....**ANJESHAYIA**.....**CHERIAN**.....has*

*successfully completed the certificate programme in..**FUNDAMENTALS OF STATISTICS**..conducted by the*

SPSS AND EXCEL

*Department of.....**TOURISM**.....with Grade **A** in the examination held on.....**9-4-2024**.....*

Alshresha
Course Coordinator

WDBM
IQAC Coordinator



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This is to certify that Mr/Ms.....**RISHAS.....SAKER**.....has
successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS** conducted by the
SPSS AND EXCEL
Department of.....**TOURISM**.....with Grade **B** in the examination held on.....**9-4-2024**.....

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This is to certify that *Mr./Ms.*.....**A.M.KENNA**.....**ASHRRAF**.....has
successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**...conducted by the
SPSS AND EXCEL
Department of.....**TOURISM**.....with Grade **A** in the examination held on.....**9-4-2024**.....

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This is to certify that Mr./Ms.....**KLIMSE.....MANUEL.....** has
successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS.....** conducted by the
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This is to certify that Mr./Ms. **K.RISHANA SALL**.....has
successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**.....conducted by the
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Department of...**TOURISM**.....with Grade **B+** in the examination held on.....**9-4-2024**.....

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This is to certify that Mr./Ms. **SARINA**..... **TREESA**..... **SABU**.....has

successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**..conducted by the
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Department of **TOURISM**.....with Grade **B+** in the examination held on.....**9-4-2024**.....

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This is to certify that Mr./Ms.....**ALITHAF.....V:A**.....has

successfully completed the certificate programme in **FUNDAMENTALS OF STUDIES**.....conducted by the
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Department of.....**TOURISM**.....with Grade **B+** in the examination held on.....**9-4-2024**.....

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This is to certify that Mr./Ms.....**ATHUL...V.S.**.....has

successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS** conducted by the
SPSS AND EXCEL

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This is to certify that Mr./Ms. **AKSAMAAL**.....**JOHNSON**.....has
successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**.....**SPSS AND EXCEL**
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This is to certify that Mr./Ms.....**DEVIKA**.....**ADIMON**.....has

successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**.....conducted by the
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This is to certify that Mr./Ms.....**RASIL.....ARIF.....**.....has

successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS.....** conducted by the
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This is to certify that **Mr./Ms.....FERGIN.....MOUSHAAD.....** has
 successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS.....** conducted by the
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This is to certify that Mr./Ms.....**ASINYA**.....**YOUSUF**.....has

successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**.....conducted by the
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*This is to certify that Mr./Ms.....**A.BISHAR**.....**M.E.THER**.....has*

*successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**.....conducted by the
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This is to certify that Mr/Ms.....**HISA.....FATHIMA.....M.....**.....has
successfully completed the certificate programme in.....**FUNDAMENTALS OF STATISTICS.....**.....conducted by the
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This is to certify that Mr./Ms.....**SABIN.....SAHUL**.....has

successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS** conducted by the
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*This is to certify that Mr./Ms.....**NASIMA**.....**NABAB**.....has
successfully completed the certificate programme in **FUNDAMENTALS OF STATISTICS**... conducted by the
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This is to certify that Mr./Ms.....**GRACE**.....**LEXYANNA**.....has

successfully completed the certificate programme in...**FUNDAMENTALS OF STATISTICS**...conducted by the
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Signature

Course Coordinator

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