



CHRIST

COLLEGE (AUTONOMOUS)

IRINJALAKUDA, KERALA

Reaccredited by NAAC with 'A++' grade

DEPARTMENT OF ECONOMICS

Organises

Certificate
course on

BASICS OF DATA MANAGEMENT FOR SOCIAL SCIENCES

Time: 30 Hour course

PROGRAM OVERVIEW

This program aims to equip participants with foundational skills in data management tailored for social sciences. It focuses on enhancing participants' knowledge and application of key tools and techniques to handle, organize, and analyze data effectively.

Learning Outcomes

By the end of the program, participants will:

- Understand basic data management processes.
- Learn to use Excel and SPSS for data entry and analysis.
- Be capable of managing and interpreting social science data.
- Develop practical skills applicable to research and professional work.

Key Highlights

1. Fundamentals of Data Management
 - Introduction to data organization and handling.
2. Tools and Techniques
 - Practical application of Excel, SPSS, and other relevant software.
3. Data Analysis
 - Basics of data cleaning, interpretation, and reporting.
4. Real-World Applications
 - Examples and case studies from social science research.

Basics of Data Management for Social Sciences

(Value Added Certificate Course)

Course Code: CPCC02

Teacher Coordinator Report 2023-24

Number of students	115
Date of examination	28-05-2024
Total students who passed exam	115
Total course duration	30 hrs

Feedback analysis:

- **The job scope for individuals with Excel skills is broad and highly sought after in various industries and the course was very much appreciated by the students**
- **Most of the students suggested the course for coming batches**

Coordinator: Ann Mary Cherian

BASICS OF DATA MANAGEMENT FOR SOCIAL SCIENCES

Value Added Certificate Course

Assessment Procedure 2023-24

Course Code: CPCC02

Objective:

The student assessments was conducted to assess proficiency in key academic and professional skills, including document creation, presentation development, and reference management. The evaluation aimed to enhance students' practical knowledge and application of tools such as Microsoft Word, PowerPoint, and APA citation format, essential for academic success and professional development

Assessment procedure

1	Class room Participation	50%
2	Assignment	25%
3	Examination	25%

Assessment Summary:

1. Word Processing Skills:

- Students were asked to complete three activities: preparing a CV with a photograph, writing a formal request letter to the Head of the Department, and creating a project cover page. These tasks tested their ability to format text, tables, graphs, and pictures.
- **Observations:**
 - **Strengths:** Most students were able to create well-structured CVs and request letters with appropriate formatting. The inclusion of all required elements (tables, graphs, pictures) in the project cover page was satisfactory.
 - **Areas for Improvement:** A few students struggled with maintaining the proper text alignment and formatting, particularly with table and graph integration.

2. PowerPoint Presentation Skills:

- Students were instructed to prepare a PowerPoint presentation on topics such as Higher Education in India, AI in Higher Education, or the Role of Tourism in the Indian Economy. They were required to include pictures, tables, graphs, and links to a webpage.
- **Observations:**
 - **Strengths:** The presentations were visually engaging, and most students demonstrated an ability to effectively combine multimedia elements (text, images, graphs).

- **Areas for Improvement:** Some students faced challenges in embedding functional web links and arranging graphical elements cohesively.

3. Reference Management Skills:

- Students were required to prepare a reference list according to APA format for various documents, including books, e-books, journals, e-journals, and conference proceedings.
 - **Observations:**
 - **Strengths:** A majority of students were able to correctly format references for books and journals.
 - **Areas for Improvement:** Errors were noted in the citation of e-journals and conference proceedings, especially in the ordering of elements and punctuation.
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Recommendations:

- **Workshops** on APA referencing and citation practices could improve students' accuracy in preparing academic references.
 - **Further Practice** on integrating advanced elements (tables, graphs, web links) into Word and PowerPoint should be encouraged.
 - **Peer Review Sessions** can help students identify formatting issues and correct them collaboratively.
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Model Question:

Word Processing Activity:

- **Task:** Prepare a request letter to the Head of the Department requesting approval for a field visit. The letter should include:
 - A formal salutation and subject.
 - Proper justification of the text.
 - A table showing the itinerary of the visit.
 - A graph representing the expected number of participants.
 - Include a relevant picture with a caption of the destination.

Basics of Data Management for Social Sciences

Participants List

Sl. No:	Roll No.	Reg. No.	Student ID	Student Name
1	311	CCAWAECR54	11109	AATMIKA C M
2	312	CCAWAECR21	11112	ABHIRAM K O
3	313	CCAWAECR38	11113	ABINKRISHNA K
4	314	CCAWAECR59	11114	AISWARYA P S
5	315	CCAWAECR30	11115	ALNA ROSE
6	316	CCAWAECR27	11116	AMALKRISHNA U B
7	317	CCAWAECR45	11117	AMEESHA P S
8	318	CCAWAECR02	11118	ANANDHU KRISHNA M.K.
9	319	CCAWAECR46	11119	ANEKHA N K
10	322	CCAWAECR50	anjana	ANJANA E J
11	323	CCAWAECR34	11123	ANNMARIYA FRANCIS
12	324	CCAWAECR17	11124	ANUKRISHNA P.M
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33	350	CCAWAECR53	11150	LIGNA
34	351	CCAWAECR08	11151	MAHITHA M
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36	353	CCAWAECR23	11153	MARIYA JOSEPH
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38	355	CCAWAECR01	11155	MEENU ARUN
39	357	CCAWAECR16	11156	NANDANA P MANOJ
40	358	CCAWAECR39	11602	NANDHANA V A
41	359	CCAWAECR10	11157	NEGHA VINCENT P
42	361	CCAWAECR52	11159	NIVEDHYA T G
43	362	CCAWAECR28	11160	PARVATHY A.P
44	363	CCAWAECR31	11161	PRAJOSH PAULY

45	366	CCAWAECR19	11164	SAJIL VASAN
46	367	CCAWAECR11	11165	SAJILA SAJEEV
47	368	CCAWAECR03	11166	SANIA A AUGUSTINE
48	369	CCAWAECR29	11167	SEBIN CHACKO
49	370	CCAWAECR44	11168	SHIJIRAN KING P N
50	371	CCAWAECR25	11169	SIVAPRIYA P
51	372A	CCAWAECR15	12153	SNIYA C S
52	373	CCAWAECR18	11601	SREYA K
53	374	CCAWAECR33	11171	TOJIN TOM
54	375	CCAWAECR57	11172	VAISHNAVI N U
55	376	CCAWAECR49	11173	VISHNU RAJAN
56	296	CCAXAECR13	11998	ABDUL RAZIQUE C S
57	297	CCAXAECR14	11999	ABHIJITH A
58	297A	CCAXAECR118	12818	ABHIMANNYU K S
59	298	CCAXAECR15	12000	ADITH DINESHAN
60	299	CCAXAECR16	12001	ADITHYALAKSHMI.K.M
61	300	CCAXAECR17	12003	AKSHAYA ANIL K A
62	301	CCAXAECR01	12004	ALLEN JAMES
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64	303	CCAXAECR19	12006	AMRITHA RADHAKRISHNAN P
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70	310	CCAXAECR22	12013	ARCHANA SAMBATH
71	312	CCAXAECR24	12145	ARYANANDA M
72	313	CCAXAECR25	12015	ARYANANDA SURESH
73	314	CCAXAECR56	12016	ARYANANDHA V M
74	315	CCAXAECR57	12017	ASHALAKSHMI M A
75	316	CCAXAECR26	12018	ATHUL BENNY
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88	328	CCAXAECR33	12031	JAYAKRISHNAN C K
89	329	CCAXAECR34	12299	JESWIL CHRISTY
90	330	CCAXAECR35	12032	JILNA BENNY
91	331	CCAXAECR36	12033	JITHINRAJ P D
92	332	CCAXAECR37	12034	JOE PAUL C PRINTO
93	333	CCAXAECR38	12035	JOVITTA T K
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95	335	CCAXAECR39	12037	KRISHNENDHU K S
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104	346	CCAXAECR47	12048	NIYA ROSE JIBI
105	347	CCAXAECR48	11740	PAVITHRA K
106	348	CCAXAECR49	11742	RIDHA.P.K
107	349	CCAXAECR50	11743	SABARINATH JAYAN
108	350	CCAXAECR08	11744	SANKEERTHANA NAIR
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112	354	CCAXAECR51	11747	VAISAKH U
113	355	CCAXAECR12	11748	VISHNU K
114	356	CCAXAECR52	11749	VISHNU K B
115	357	CCAXAECR62	11996	VISMAYA C S

Basics of Data Management for Social Sciences

(Value Added Certificate Course)

Course Code: CPCC02 -

Summary Report 2023-24

During the academic year 2023-24, the course was started on 20th February, 2024. There were 115 students for the course. All the students completed the course. The course was of 30 hrs duration.

Course Outcome:

Students are trained to

- ☐ effectively use various types of data and information resources.**
- ☐ write clear, concise, and well-structured academic papers.**
- ☐ analyse data using Microsoft Excel and create effective data visualizations.**
- ☐ conduct efficient literature searches and use reference management software.**
- ☐**

Coordinator: Ann Mary Cherian

Attendance List

Sl. No:	Roll No.	Reg. No.	Student ID	Student Name	20.02.2023	21.02.2023	22.02.2023	08.04.2023	09.04.2023
1	311	CCAWAECR54	11109	AATMIKA C M	P	P	P	P	P
2	312	CCAWAECR21	11112	ABHIRAM K O	P	P	P	P	P
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Add on Course on
Basics of Data Management for Social Sciences
by
Department of Economics

Course Description

Data organization and management is an essential activity for the academic community in higher education institutions. As part of the UG programme students have to submit a dissertation or project report in their last semester. The proposed add-on course will discuss the basic concepts of Data management which will help students acquainted with the data management tools and techniques. This course is designed to equip graduate students with the essential skills needed to efficiently manage and analyse data using Microsoft Excel, MS word and MS Power Point. The course also helps students to know the methods of literature search and reference management. Through a combination of lectures, hands-on exercises, and practical projects, students will learn how to organize, manipulate, and visualize data effectively, preparing them for research, professional, and academic endeavour.

Course Objectives

- Understand the fundamentals of data management concepts.
- Develop proficiency in organizing and structuring data in Excel.
- Learn various data manipulation techniques using Excel functions and formulas.

- Master data analysis tools and techniques, including sorting, filtering.
- Gain skills in data visualization through charts and graphs.
- Apply Excel skills to real-world scenarios and research projects.
- Identify types of information resources available
- Access the required information effectively and efficiently
- Evaluate information and its sources critically
- Use the information ethically to satisfy the information need
- Documentation of the sources in the research document

Learning Outcomes

Learners will be able

- to identify the various types of resources in various formats.
- to know which bibliographic information is required to cite a source.
- to find documentation guidelines for various documentation styles.
- to know about plagiarism
- to use Office tools to organise, analyse and manage data
- to know online tools which help to conduct research effectively
- to use reference management software packages

Syllabus

Module 1: Information Literacy 2 hrs.

- Introduction to the Concepts of Data, Information, Knowledge and Wisdom
- Introduction to library and its services
- Sources of information with examples- Primary, Secondary and Tertiary Sources

- Tracing information from reference sources; Literature survey; Online Public Access Catalogue and other computerized library services
- Reliable information sources on the web
- Activities and assignments

Module 2: Academic Writing and Communication 3 hrs

- Citing and referencing
- Style manuals
- Ethics and plagiarism
- Plagiarism and software packages to check similarity
- Activities and assignments

Module 3: Reference Management software and other tools 5 hrs.

- Mendeley Installation guidelines
- Building Mendeley Library
- Organising documents in Mendeley
- Adding and managing references using Mendeley

Module 4: Introduction to Excel and Data Management 10 hrs.

- Overview of the Excel Interface and its features
- Understand the Datatypes and formats

Data Organisation and Structure

- Data entry
- Managing Worksheets
- Formatting of Cells

Excel Functions and Formulas

Data Visualisation

- Creating charts and graphs
- Customising chart elements

Practical Applications and Project Work

- Applying Excel Skills to Research Projects
- Project Assignments and Presentations

Module: 5 MS Word and power point

10 hrs.

MS Word

- Introduction to word
- Text formatting
- Paragraph formatting
- Document Layout
- Lists and Bullets
- Tables

MS Power point

- Introduction to power point

- Slide creation and Layout
- Adding images, graphics and animations
- Text formatting
- Slide show presentation

Assessment

1	Class room Participation	50%
2	Assignment	25%
3	Examination	25%



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Certificate of Participation


This is to certify that

ABIN KRISHNA K

has attended the certificate course on **Basics of Data Management for Social Sciences** organised by the **Department of Economics, Christ College (Autonomous), Irinjalakuda** held from **20th to 22nd February 2024 and 8th to 9th April 2024.**


Lt. Dr. Franco T Francis
(HoD, Dept. of Economics)




Fr. Dr. Jolly Andrews CMI
(Principal)



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Francis
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Andrews
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