A. Introduction1. Throughout the term, you will learn data analytical and statistical concepts and techniques. Apply these concepts and techniques in business to solve problems and recommend business decisions. 2. The two outcomes:-You demonstrate you can process real-life data with MS Excel to produce insights valuable for a business-You develop and demonstrate the skill of producing a workplace report with MS Word that is professional and has polish. B. Task description1. The lecturer will give you a business problem (the ‘individual report questions’ document, and the accompanying ‘Excel dossier’ data set). Using these, compose a report of 1,000 words or less that solves the business problem.2. The business problem may involve some selection(but not all)of these concepts and techniques:•Descriptive statistics(including using Excel functions)(Week 2)•Graphical descriptive statistics (charts, including using Excel functions) (Week 3)•Chi-squared test (Week4)•Normal distribution (Week 5)•Sampling (Week 6)•Hypothesis testing I, involving a sample from one population (Week 7)•Hypothesis testing II, involving a sample each from two populations (Week 8)•Linear correlation and regression (Week 10)3. You will use both MS Word and MS Excel. Craft the report based on the charts, calculations, the final answers and your interpretation of these. 4. Give your report a title on the first page of your report. Organise the report into sections, with headings like, ‘1. Introduction’, ‘2. Chart-based analysis’, ‘3. Excel-based analysis’, ‘4. Chi-squared test’, ‘6. Hypothesis testing I’, and ‘7. Hypothesis testing II’, and so on. This depends on what concept sand techniques are contained in the ‘individual report question’ document.5. Use your own words to explain what the calculations and numbers you generated mean for a business. You must assume that you are reporting your findings to a high-level manager/boss who is not well-versed in data analysis and statistics. You must explain what your chart’s and numerical statistical results are in a clear andinsightful way.6. Make sure the formatting and structure (font size, spacing, headings), and the logical flow of your report writingare neat and professional. A messy look is a sign of slapdash work. This could mean lower marks. Follow any guidelines that

ASSESSMENT TEMPLATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Page 3of 3the lecturer provides you on how the report should be structured(see, for example, in the ‘individual report questions’ document).7. Charts, diagrams and tables should bedrawn neatly by hand if you are unable to createthem using your computer. C. Submission1. You only need to submit your completed MS Word report. DO NOT submit any Excel file. Any Excel solutions you generated(chart, calculations, Data Analysis output etc.) MUST be copied and pasted into your MS Word report.2. Your MS Word report must be submitted via the provided Turnitin link on the course’s Moodle page. If there are a few different lecturers for your subject, submit to the Turnitin link for YOUR lecturer.3. Only Turnitin submissions allowed. EMAILED SUBMISSIONS NOT ACCEPTEDAND WILL BE GIVEN A 0%. Readings for the assessment (instructions where they can be found e.g., MyAthens database or Moodle)To assist you with writing this report, use the materials found on your Moodle page (lecture slides, tutorial exercises, textbook chapters, videos, Excel sheetsand other documents). No extra reference material is necessary. You are free to refer to any additional textbooks and online learning resources.Grading Criteria / Rubric1. The marking criteria mimic expectations your boss would have if you were required to produce a meticulous but concise data-powered report for work. Thus themarking will be based on (i) how simple yet clear and informativeyour report is,and (ii) how systematic and correct the calculations, the answers and their interpre