

PRACTICAL DATA MANAGEMENT AND ANALYSIS USING SPSS



Practical Data Management and Analysis skills are crucial for every person in Data Management, Research, Design Monitoring and Evaluation Position. The lack of data management and analysis skills may cause ineffective planning, monitoring, evaluation and misunderstanding among the team, work overload and difficulties in work implementation to achieve the project goal. This interactive training course will help Research and DME persons to improve their work effectiveness and efficiency by enhancing their data management and analysis skill.

■ Course Structure

The certificate course in Practical Data Management and Analysis using SPSS spent approximately 32 hours, OR is offered a 4-day period. The course is based on a practical, active learning approach. An Action Guide for data management and analysis using SPSS, by Mr. YUN Darith. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 15.

■ WHAT IS SPSS?

According to their site <http://www.spss.com> "SPSS Inc. is a leading worldwide provider of predictive analytics software and solutions. Founded in 1968, today SPSS has more than 250,000 customers worldwide, served by more than 1,200 employees in 60 countries." More recently, IBM acquired SPSS and continues to support this application.

■ Course Outline

Module 1: Build up Data Entry Form

- A. Brief understanding of Data
 - Brief understanding of Tools Utilities
 - Understanding of Variables
- B. Design data entry form in SPSS
 - Brief understanding of SPSS software
 - Understanding the tools for Building Variable
 - Design the Data Form
 - Entering and checking Data

Module 2: Data manipulation and cleaning

- A. Guidelines on Data Quality Control
- B. Concepts on Data Cleaning and Preparation
- C. Tools used in Data Cleaning and Preparation
 - Compute variables
 - Count value within cases
 - Recode into the same and different variables
 - Visual Binning
 - Rank Cases
 - Aggregate and merge files

Module 3: Data analysis, Interpretation, and Presentation

- A. General understanding of Descriptive Statistic
 - Mean
 - Median
 - Mode
 - Frequency
- B. Descriptive statistic
 - Data Cleaning
 - Analyzing
 - Interpreting