Postgraduate Studies and Research Department
College of Banking and Financial Studies

Faculty Development Programme

Programme Title: Data Analysis through SPSS (Basic)

Duration: 4 days, 20 hours

Date: December 28 – 31, 2014

Venue: FO 10, 4th Floor, CBFS Campus

To Whom: Academic Staff

Programme Overview: It provides an introduction to the latest version of the Statistical Package for Social Sciences (SPSS).SPSS is a user friendly windows-based statistical software and a powerful tool for data analysis. This program provides an idea to analyze data collected from surveys, tests, observations for applied research. The programme helps to perform a variety of data observation functions including statistical analysis and graphical representation of data.

Objectives:
1. To promote better understanding of handling of statistical data,
2. To prepare data representation by simple diagrams, methods to produce tables, analysis and interpretation.
3. To familiarize the usage of SPSS for analysis and interpretation
4. To strengthen research skill

Benefits of the Programme: After attending the workshop you will be able to:

- Understand how SPSS works.
- Input data into SPSS and save it.
- Select the appropriate data entry method for the type of data.
- Select the appropriate descriptive analysis technique for the type of data
- Perform analysis using SPSS
- Interpret the data output
- Present the results

Prerequisites: Familiarity with windows and knowledge of simple statistics

Teaching Methods: Lecture and Hands on Exercises

Programme Coverage: Overview of SPSS, Introduction, Exploring the user interface, Creating a data files, Data Analysis

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Programme Schedule

Date	Session	Time	Topic
28.12.2014		8:15 am - 8:30 am	Registration
	1	8:30 am–9:30am	Learn about SPSS, Open SPSS, Layout of SPSS, Familiarize with Icons and Menus, Exit SPSS
	2	9:30am -10.30 am	Exploring the user interface- Data view & Variable view Creating a Data file- Coding, Defining variables, Data Entry
		10.30 am -11.00 am	Break
	3	11.00 am - 12.00 noon	Data Manipulation- Copying and Pasting the variables, Inserting variables and case, deleting variables and cases
	4	1:00 pm -3:00 pm	Practice Session
29.12.2014	5	8:30 am – 9:30 am	Descriptive Statistics- Tables, Charts, Frequency Analysis, Measures of Central Tendency
	6	9:30 am – 10:30 am	Descriptive Statistics- Measures of Dispersion, Cross Tabulations Manipulation of Data- Select cases, Splitting of files, Find and replace
		10:30 am – 11:00 am	Break
	7	11:00 am – 12:00 noon	Create reports in MS Word
	8	1:00 pm – 3:00 pm	Practice Session
30.12.2014	9 & 10	8:30 am -10.30 am	Multiple Response Data, Introduction to ANOVA
		10:30 am – 11:00 am	Break
	11	11:00 am - 12:00 noon	ANOVA- One way ,Two way
	12	1:00 pm – 3:00 pm	Practice Session
31.12.2014	13 & 14	8:30 am – 10:30 am	Testing of Significance- Correlation, Paired Samples T test
		10:30 am -11:00 am	Break
	15	11:00 am – 12:00 noon	Unpaired Samples T test, Chi square Test, Anova (Analysis of Variance)
	16	1:00 pm – 3:00 pm	Practice Session
		3:00 pm – 3:30 pm	Valedictory & Certificate Distribution Function

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