



University of Dar Es Salaam
College of Engineering and Technology
BUREAU FOR INDUSTRIAL COOPERATION (BICO)
PROFESSIONAL DEVELOPMENT COURSES -2015



Introduction

BICO has registered a number of achievements in the areas of software development, restructuring of organisations, strategic management, engineering consultancy, and in professional development programmes since its establishment. In recognition of some of these achievements, the International Selection Business Initiative Directions (BID) awarded BICO the world Quality Commitment International Star Award in Gold category for year 2002. Due to these achievements BICO continues to serve the Tanzanian Community with following world class trainings for March-April 2015. If your organisation is interested for a tailored made course please contact us.

Objectives

- To improve skills of participants in designing good data collections tools, data entry application with CSPro and to perform basics and advanced data analysis using SPSS & STATA Packages

Organization of the Courses

S/n	Course Name	Course Timing	Location	Fee [Tshs.]
1	Development of Data Entry Application with CSPro 6	30/3-1/4/2015	Dar Es Salaam	300,000/=
2	Basic Data Analysis Using IBM SPSS 22	14-17/4/2015	Dar Es Salaam	450,000/=
3	Basic Data Analysis Using STATA 13.1 MP	21-24/4/2015	Dar Es Salaam	450,000/=

Download the full course contents and fill the form here: <http://research-experts.org/9-newsflash/5-current-news>

Target Groups

- Researchers in different fields, Managers in various field, in private and public enterprises, DAPs, CEO, Directors, Statisticians, Planning Officers, Monitoring and Evaluations Officers, Records Managers, Lecturers from Higher Learning Institutions, Staff from Government Ministries, Local Government Authorities, Regulatory Authorities, Agencies and Parastatals Organizations.
- Project Managers, Project Coordinators, Post graduate Diploma, Masters and PhD students

Mode of delivery: PowerPoint presentation, group discussions, group assignments, individual exercises and YouTube videos. The courses will delivered **Full Time from 09:00 to 16:00hrs everyday**

Mode of Application: Register through online form which is available in the website <http://research-experts.org/9-newsflash/5-current-news>

Deadline for Registration and Payment: 30th March 2015 for CSPro 6 Course, 13th April 2015 for SPSS course and 20th April 2015 for Stata.

Mode of Payment: Pay to "Bureau for Industrial Cooperation" Account No. 0221 0100 2186; NBC Bank Ubungu- Branch- Tanzania before commencement of the course.

Contact: Manager, BICO-UDSM, Tel; 022-2410113 (Direct), Fax: 022 - 2410114, or Training Coordinator Mobile: 0713/0767/0787 – 348 005

Additional Information: The amount paid will cover tuition fee, training materials, meals and refreshment. Certificates will be provided to all participants at the end of the course. Participants are should come with Personal Computers (Laptops)

Course Contents for CSPro v6

<i>Topics & Subtopics (3 days)</i>	<i>Duration</i>
1. Introduction to CS Pro 5 • What is CSPro? • Understanding CS Pro interfaces • Understanding data files of CS Pro • Understanding data structure and organisation in CS Pro. • Questionnaire and Dictionary Organization (Form, Section, Questions, Responses, File, Records)	2 hr
2. Create Data Entry Application • Examine the Questionnaire • Starting CSPro Package • Using Wizard for New Application • Creating a data dictionary The ID section and Items, Create records or section, Create the Items or variables/questions for each record or section, Create the values and ranges for the Items or variables and Create the Data Entry Forms (Generate Forms Automatically and manually)	4 hrs
3. Adding Logic to Data Entry Application • Write Logic for the questions (such as skips and empty checking) • Compile the Logic • Testing the Logic	4 hrs
4. Data Entry into the Dictionary • Run the Data Entry Application and opening data entry form • Begin and Finish Adding Case • Navigating between data entry forms • Modify, Verifying and deleting Cases • Navigation across Cases • Data Concatenation or merging multiple data files • Frequency analysis to check • data quality	5 hrs
5. Data Exportation to Other Statistical Packages • Understanding records/sections and occurrences • Understanding export formats - Tab Delimited(txt), Semicolon Delimited(csv), Coma delimited(csv), CSPro (dat), SPSS (sps) and STATA(dat) • Exporting single record • Exporting Multiple records as single file • Exporting Multiple records as Separate Records • Export Items or Sub items	6 hrs
Total Time for Training (each day minimum time is 7 hours)	21 hrs

Course Contents for IBM SPSS Statistics v22

<i>Topics & Subtopics (4 days)</i>	<i>Duration</i>
1. Introduction to SPSS 22 What is SPSS package?, SPSS window interfaces, Opening and Saving files , Display data file information (coding scheme), Using the sample data already installed in SPSS package, Working with help file	2 hr
2. Understanding variable types in Stata - Numeric variables & String Variables - Alphanumeric data and Date or time variables - Continuous data versus Categorical	3 hrs
3. Coding the questionnaire into SPSS - Understanding and designing good questionnaire - Coding variables for questions, Labelling variables and creating value labels for multiple choices - Formatting the variables (Left, Right, centre, Decimals, Length of variables) - Setting measurement levels (scale, ordinal and nominal) - Editing coding scheme in case of any mistakes in steps above	4 hrs
4. Data Mining & Entry (Data Acquisition) - Entering data into coded file by keyboard, copy and paste - Importing data file from other sources - Merging two or more data files from different sources	5 hrs
5. Data Preparation (Cleaning & Transformation) - Data cleaning - Data transformation - Recode variable into same variable or another variable, automatic recode - Creating any custom range without a fixed interval (SPSS can do it) Visual Binning – Changing continuous data into categorical data Mathematical Calculations (custom averages, etc.) - Data Validation- check duplicate data - Data manipulation -Filtering data (select cases)	6 hrs
6. Data Analysis & Interpretation - Reliability Analysis (Cronbach's Alpha) - Descriptive statistics (mean, maximum, minimum, STD, variances etc.) - Frequency analysis - table analysis with chi square test and charts building - Split data file into different samples with respect to variable of concern - Performing multiple response analysis. - Building Graphs and Editing - Working with Tables: Two (2) way tabulation with chi square test and Three (3) way tabulation with chi square test - Working with custom tables –display grouped questions in rows and statistics in column - Exporting results into other formats for report writing	8 hrs
Total Time for Training (each day minimum time is 7 hours)	28 hrs

Course Contents for Stata v13.1 MP Edition

<i>Topics & Subtopics (4 days)</i>	<i>Duration</i>
1. Introduction to Stata 13.1 MP - What is stata package? - Stata window interfaces - Opening and Saving files - Using the sample data already installed in Stata package - Using Help and Documentation	2 hr
2. Understanding variable types in Stata - Numeric variables and their coding schemes - Strings variables and their coding schemes - Alphanumeric data - Continuous data versus Categorical data	3 hrs
3. Coding the questionnaire into stata - Generating variables and Labelling them - Adding Value Labels to multiple choice questions - Adding notes to variables and data file - Formatting the variables and outputs - Coding multiple response - Editing coding scheme in case of any mistakes	4 hrs
4. Data Mining & Entry (Data Acquisition) - Entering data into coded file by keyboard, by copy and paste - Importing data file from other sources (.txt, .xls, .xlsx, .sav), - Editing data and coding scheme as you enter data - Merging two or more data files from different sources.	5 hrs
5. Data Preparation (Cleaning & Transformation) before Analysis - Data cleaning – detecting errors and cleaning. Errors can be detected by two means - Sorting data according to specific variables - Performing initial analysis - Data transformation - Generate new variable from existing n variable - Mathematical calculations (customised formulae)	6 hrs
6. Data Analysis & Interpretation - Statistics - Summaries and descriptive statistics - (mean, maximum, minimum, STD, variances etc.) - Tables - Tables of summary statistics (one/two-way) One-way tables - tabulation with statistical tests (<i>chi square test</i>), Two-way table s - tabulation with statistical tests (<i>chi square test</i>) - Graphics - Two way graphs (scatter, line etc.) - Bar chart, Dot chart, Pie chart, Histogram, Box plot, scatter plot matrix - Exporting results to word processing format	8 hrs
Total Time for Training (each day minimum time is 7 hours)	28 hrs