



SPSS for Beginners (Statistical Package for Social Science)

Presented by Department of Science, Mathematics and Technology Education,
University of Pretoria

The **SPSS for Beginners (Statistical Package for Social Sciences)** short course provides you with fundamental training in the use of the Statistical Package for Social Sciences (SPSS) software widely used in statistical data analysis. During the course, you will learn basic functionalities of the SPSS software and progress to a number of higher-level techniques that can be specifically used in the social sciences environment. The course is presented through a combination of presentations and hands-on sessions to help you perform data entry and analysis to create accurate tables and graphs.

Course content

Day 1:

Quick overview of basic statistics and general terminology

- Overview of basic statistics (descriptive and inferential)
- Overview of statistical terminology used throughout the course

Questionnaire design

- Theoretical aspects of measurement
- Deciding on a conceptual framework
- Constructing an assessment framework
- Item construction

Learn to use SPSS

- How SPSS works
- Two main windows in SPSS – Data View and Variable View

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Shifting knowledge to insight



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Day 2:

Using the data editor

- Entering numeric data
- Entering string data
- Defining data

Modifying data files

- Deleting and inserting a case
- Deleting and inserting a variable
- Sorting and splitting data files
- Selecting cases
- Computing new variables
- Recoding into different variables

Running analysis

- Data cleaning
- Data errors
- Data transformation

Data preparation

- Descriptive statistics
- Assessing normality

Graphing in SPSS

- Histograms
- Bar graphs
- Scatterplots
- Boxplots
- Line graphs

Cross-tabulations

- Introduction to cross-tabulations

Day 3:

Differences between groups

- Independent sample t-test
- Paired sample t-test
- ANOVA: One-ways analysis of variance

Choosing the right procedure

- Different statistical techniques
- Questions that need to be addressed

Non-parametric methods

- Chi-square analysis
- Mann-Whitney U test / Wilcoxon rank-sum test
- Wilcoxon matched-pairs signed-rank test
- Kruskal-Wallis analysis of variance by ranks
- Spearman rank correlation coefficient

Other analyses

- Correlation analysis
- Reliability analysis

Learning outcomes

After successfully completing this course, you will be able to

- introduce the basic functionalities of SPSS
- use the data editor
- modify data files
- prepare data
- choose the correct statistical tests and run statistical analyses
- construct tables and cross-tabulations
- interpret the output and graphs
- discuss more advanced topics such as non-parametric methods
- correctly enter the data and execute the tests in SPSS and interpret the findings.

Who should enrol?

This course is ideal if you work on projects with strong quantitative aspects.

Course fees

R4 600.00 per delegate (VAT incl.)

Course fees include all course material.

Course fees must be paid in full 14 days prior to course start dates. Proof of payment can be submitted to enrolments@enterprises.up.ac.za.

Admission requirements

The course is ideal for individuals who are new to SPSS or for those who feel they would benefit from a refresher course. No prior knowledge of SPSS is necessary; however, some knowledge of basic statistics and terminology (e.g., p-value, level of significance) is beneficial.

Accreditation and certification

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Registration and enquiries

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