

Type/ Status : Core

Course Code : SOST 32452

Title : **Skill Development II (Data Management Skills)**

Learning Outcomes : this course unit will enable students to gain theoretical and practical skills in data tabulation, processing and analysis

Course Content :

- Understanding data in statistical analysis (primary and secondary data, time series, cross sectional and panel data), Quantitative vs Qualitative data, Numerical vs Descriptive data
- Data editing (non-response, errors and missing data and what to do about them)
- Data Management, Organization, and Presentation (Graphical and Pictorial presentations, SPSS and Excel demonstration of graphical and pictorial presentations)
- Tabular presentation (SPSS demonstration)
- Correlation, Regression, and Time Series analysis using Statistical packages

Methods of Teaching and Learning : Lectures, Practical demonstrations and class room tests

Assessment Scheme :

Class room test	20%
Examination	80%

Recommended Readings :

Stephens, S. M. (2008). *Schaum's Statistics (Schaum's Outline Series)*. 3rd edition, McGraw-Hill.

Ross, S.M. (1996) *Introductory Statistics*, McGraw-Hill Company Inc.

Gupta, C.B. and Gupta, V. (1999). *An Introduction to Statistical Methods*, Vikas Publishing House, New Delhi.