

Fayetteville State University
College of Arts and Sciences--Department of Sociology
SOCI 333-45—Introduction to IBM SPSS Statistics 19.0
Fall 2011 Semester

I. Locator Information:

Instructor: Sam Adu-Mireku, Ph.D.

Course # and Name: SOCI 333-45—Introduction to IBM SPSS Statistics 19.0

Office Location: Taylor Social Science Building, Room 201-A Semester Credit Hours: 3.0

Office hours: MW 3:00-5:30 p.m. and by appointment (Email communication preferred)

Day and Time Class Meets: MW (6:00 – 8:50 P.M.) Office Phone: 910-672-1176

Total Contact Hours for Class: 48

Email address: sadu-mireku@uncfsu.edu

FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Rules and regulations governing the use of FSU email may be found at
<http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

II. Course Description: SOCI 333 is an introduction to the Statistical Package for the Social Sciences (SPSS), a computer software for data processing and statistical analysis, enabling students without knowledge of programming or without programming aspirations to utilize the computer for scientific research.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

IV. Textbook:

Green, Samuel B and Neil J. Salkind. 2011. *Using SPSS for Windows and Macintosh: Analyzing and Understanding Data*. 6th Ed. Upper Saddle River, NJ: Pearson Prentice Hall.

Additional Reading (Recommended)

Norusis, Marija J. 2012. *IBM SPSS Statistics 19.0 Statistical Procedures Companion*. Upper Saddle River, NJ: Prentice Hall.

Norusis, Marija J. 2012. *IBM SPSS Statistics 19.0 Guide to Data Analysis*. Upper Saddle River, NJ: Prentice Hall.

V. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Create a database using *SPSS*.
2. Analyze research data using *SPSS*.
3. Do cross-platform applications by importing and exporting research data using *SPSS*.
4. Do statistical analyses using *SPSS* and present the results in table format.
5. Interpret IBM *SPSS* statistical tables (e.g., *SPSS* frequency and correlation tables).
6. Integrate the capabilities of *SPSS* with other application software, such as Microsoft Excel, Microsoft Word, and Microsoft Access.
7. Generate and edit charts, tables, and graphs for research purposes.

VI. Course Requirements

The following are the minimum requirements of *SOCI 333-45*:

1. Attend class regularly and actively participate in discussions. The hands-on design of the course requires perfect attendance.
2. Read all assigned materials in the textbook and class handouts.
3. Complete all in-class and out-of-class exercises.
4. Complete all assignments.
5. Take one (1) written and one (1) hands-on comprehensive tests. The examinations will test theoretical and applied knowledge of *SPSS*, as well as knowledge of specific procedures and commands in *SPSS*. During examinations, each student will demonstrate his or her knowledge and skills by executing a number of procedures in *SPSS*.

Evaluation Criteria

a. Grading Scale

Grade	Credit Hours	Quality Points	Meaning
A	Hours attempted and earned	4 per credit hour;	Exceptionally high
B	Hours attempted and earned	3 per credit hour	Good
C	Hours attempted and earned	2 per credit hour	Satisfactory
D	Hours attempted and earned	1 per credit hour	Marginally passing
F	Hours attempted – Not earned	0 per credit hour	Failing
FN	Hours attempted – Not earned	0 per credit hour	Failing due to non-attendance. (Student registered, but <u>never</u> attended.)
W	Hours attempted – Not earned	No impact on GPA	Class withdrawal prior to deadline (see Academic Calendar)
P	Hours attempted and earned	No impact on GPA	Satisfactory - Assigned only in classes specified as Pass/Fail
WU	Hours attempted – Not earned	No impact on GPA	Withdrawal from all classes for semester or term
AU	Hours attempted – Not earned	No impact on GPA	Auditing

GRADE: Adding your total points and dividing the sum by the total possible points for the course will determine the course (final) grade $(\text{Total earned points}/\text{Total possible points}) * 100 = \text{Your Grade Score}$. **Note:** Your scores on in-class and out-of-class exercises and assignments will be used to calculate your mid-term grade.

Numerical Course Grading Scale: A=90-100; B=80-90; C=70-80; D=64-70; F=63 and below.

Note: The cumulative percentage will be rounded to the nearest integer.

University-Wide Class Attendance Policy

Students are expected to attend all class meetings, laboratories, and other instructional sessions for all courses in which they are enrolled. Students are also expected to arrive to class on time and remain in class for the entire scheduled period. When students must miss class(es) for unavoidable reasons, i.e., illness, family emergencies, or participation in official university sponsored activities – they are responsible for informing faculty of the reasons for the absences, in advance if possible, and completing all missed assignments. Faculty members will indicate in their syllabi the conditions for making up missed assignments.

During the first half of the semester/term, faculty will assign an interim grade of “EA,” Excessive Absences, for students whose class absences exceed 10% of the total contact hours for the class. Students who receive EA interim grades must either withdraw from the class or resume attendance. Students who resume attendance must consult with the instructor about completion of missed assignments. The EA is not a final grade, so students who are assigned an interim grade of EA, but do not withdraw from the class, will receive a final grade based on the evaluation criteria for the class.

Please note that the WN grade is no longer in effect. Students must not expect faculty to withdraw them from classes.

b. SOCI 333-45 Attendance Requirements

Regular attendance is a key factor to passing this course; therefore, I will record your attendance for each class meeting. In the event of an absence, it is your responsibility to obtain the class notes, assignments, and handouts. I expect perfect attendance and punctuality from all of you. With regard to computer lab sessions, if you miss any one of the SPSS data analysis sessions, you will have to make your own arrangement to make up the work and catch up with the rest of the class.

c. Graded Assignments

The course grade will be based on assignments, exercises, and tests. You will be tested on materials from the textbook, readings guides, and other assigned reading materials. Adding your total points and dividing the sum by the total possible points for the course will determine the course grade.

Value of Each Assignment: None of your scores from the tests, exercises, assignments, and postings on the discussion board will be weighted in computing your final grade.

d. Policy on Missed or Late Assignments

If you miss a test, an assignment, in-class exercise or out-of-exercise without any prior notification, you will receive zero score. You will be permitted to take a make-up ONLY if you inform me at least a week before the scheduled deadline. Any request for a make-up test must be accompanied by appropriate documentation. NOTE: Since I will be discussing every graded assignment and exercise, it will not be fair to students who turn in their completed work on time for me to accept late assignments. Therefore, I expect you to come to class and strictly adhere to all deadlines.

e. Other: Academic Dishonesty

Fayetteville State University's policy on academic dishonesty will be enforced. Please refer to the Student Handbook.

VII. Academic Support Resources: Computer Labs; CITRIX—FSU's Virtual Office**VII. Course Outline and Assignment**

This is a very flexible schedule. Adjustments will be made to accommodate how fast or slow students comprehend materials in each unit. In addition, test dates are tentative. Note that only about 60 percent of the course materials are covered in the course textbook. The other 40 percent will be based on course handouts.

NOTE: THERE ARE 45 LESSONS IN THE TEXTBOOK AND WE WILL NOT BE ABLE TO COVER ALL OF THEM IN THIS COURSE.

Topic(s)**Assignment(s)****Unit 1—THE BASICS: Getting Started with SPSS Lessons 1-4 (Green & Salkind)**

Overview of the Research Process; Levels of Measurement;
Overview of SPSS and Data Analysis; Introducing SPSS for Windows;
Help and SPSS Tutorials; Sources and Organization of Data

Unit 2—DATA EDITOR: Creating/Working Data Lessons 5-9 (Green & Salkind)

Entering and Reading Data; Saving and Retrieving Files;
Adding Labels and Missing Value Codes; Specifying Analyses (Point-and-Click);
Selecting, Copying, Cutting, and Pasting Data

Unit 3—DATA: Exporting and Importing Data Lesson 10 (Green & Salkind)

Importing Data from Spreadsheets (*.xls*); Importing Data from Database (*.dbf*);
Importing non (*.sav*) SPSS files; Importing Data from a Text File (*.txt*)

Unit 4—FREQUENCIES AND DESCRIPTIVES Lessons 20-21

Frequency Distribution; Counting Responses; Descriptive Statistics

Unit 5—CHARTS AND GRAPHS Lessons 16A-18A

Viewing and Manipulating Outputs; Editing Pivot Tables; Creating Charts & Graphics: Templates and ChartLooks; 3-D Graphs

Unit 6—CROSSTABULATION/CHI-SQUARE**Lessons 41**

Chi-Square Test of Independence; Crosstabulation

Unit 7—DATA TRANSFORMATIONS**Lessons 12-14**

Computing a new variable; Recoding values (existing variables)

Recoding values (creating a new variable); Automatic Recode

Selecting Cases for Analysis; Sorting Data; Split-File Processing

Unit 8—FILE AND DATA MANAGEMENT**Lesson 15 & 19**

Adding Cases from Two Files; Merging Files: Adding Variables; Aggregating Data; Creating Variables

Unit 9—t TEST PROCEDURES**Lessons 22-24**One-Sample *t*-Test; Independent-Samples *t*-TestDependent-Samples (Matched-Pairs, Paired Samples *t*-Test)**Unit 10—EXAMING RELATIONSHIPS I****Lesson 31**

Pearson Product-Moment Correlation Coefficient

Unit 11—EXAMING RELATIONSHIPS II**Lesson 33**

Bivariate Linear Regression

Teaching Strategies

About 30 percent of the course materials are not covered in your textbook. I will supplement the textbook with a number of handouts and step-by-step procedures sheets. It is very important that you read and complete the assignments in your textbook. If you do, you will be able to integrate the reading with the class assignments.

Comprehensive Examinations**Tests 1 (Hands-on—October 3) & Test 2 (Written—October 10)****IX. Bibliography**

Babbie, Earl, Fred S. Halley, Jeanne Zaino, and William E. Wagner, III. 2011. *Adventures in Social Research: Data Analysis Using IBM SPSS Statistics*. 7th ed. Thousand Oaks, CA: Pine Forge Press.

George, Darren and Paul Mallery. 2009. *SPSS for Windows Step-by-Step: A Simple Guide and Reference 16.0 update*. Needham Heights, MA: Allyn and Bacon.

Norusis, Marija J. 2012. *IBM SPSS Statistics 19.0 Statistical Procedures Companion*. Upper Saddle River, NJ: Prentice Hall.

Norusis, Marija J. 2012. *IBM SPSS Statistics 19.0 Guide to Data Analysis*. Upper Saddle River, NJ: Prentice Hall.

Norusis, Marija J. 2012. *IBM SPSS Statistics 19: Guide to Data Analysis*. Upper Saddle River, NJ: Prentice Hall.

Sweet, Stephen A. and Karen Grace-Martin. 2008. *Data Analysis with SPSS*. 3rd ed. Boston, MA: Pearson Education, Inc.