

## **e-CSPro - Data Management using CSPro**

### *Overview*

CSPro (Census & Survey Processing System) is a public domain software package developed and maintained by the US Census Bureau; see <http://www.census.gov/population/international/software/cspro/> for more details. This 5-week e-learning course will take you through the process of designing and implementing a data entry application for a typical survey. Participants will learn how to create the data dictionary, data entry screens and how to program checks and skips. The workshop then considers the data validation tools available including data comparisons and simple frequency tables. Finally we show how data is stored in the system and how it can easily be exported for transfer to statistics packages such as SAS, SPSS and STATA as well as to Excel.

### *Characteristics of the course*

The course is very practical consisting of demonstrations, interactive videos, practical exercises and online tests. A forum will be available for peer-to-peer and weekly student-to-tutor interaction to encourage learning and share experiences. There will be 10 topics and participants would generally be expected to work through two topics each week. Time needed to work through each topic will vary by participant and by topic but we would anticipate 3 to 4 hours per topic on average. The course will start with a short (2 hour) orientation for students participants to familiarise themselves with the e-learning environment.

### *Who should attend*

This is an introductory course aimed at researchers, demographers, data managers, research methods support staff and others who wish to use CSPro to implement survey data management systems. No previous experience of CSPro is required but participants are assumed to be comfortable with Windows-based software. Participants should already have CSPro installed

### *How you will benefit*

You will gain:

- An understanding of data structures – you will be able to design your own data entry applications in the future
- A comprehensive set of course materials including practical exercises, example datasets and video demonstrations
- An introduction to logic programming
- An appreciation of the steps involved in ensuring data quality.

## *e-Course Content*

**Orientation to online learning:** familiarisation to the e-learning environment

**Topic 1:** Data Structures and Data Types

**Topic 2:** The Data Dictionary

**Topic 3:** Data Entry Screens

**Topic 4:** Logic programming for automatic skips and checks

**Topic 5:** Data entry options

**Topic 6:** CSPro files

**Topic 7:** Data validation

**Topic 8:** Dealing with dates

**Topic 9:** Frequency tables

**Topic 10:** Exporting data

## *Duration and price*

**Dates:** 4 November 2013 – 6 December 2013

**Duration:** 5 weeks on-line (requires 6 to 8 hours per week, arranged within each week to suit yourself)

**Price:** £325

Individuals interested in the workshop should submit an application form. Acceptances of applicants are conditional on receiving official confirmation of funding.

If you prefer a face-to-face course please see details of our 6-day course

(<http://www.reading.ac.uk/ssc/n/Short%20Courses/cspro.htm> ) next scheduled to run in 2015 (date and course fee to be confirmed). The face-to-face course can be commissioned to run at your own premises using your own training facilities – please contact [statistics-courses@lists.reading.ac.uk](mailto:statistics-courses@lists.reading.ac.uk) for further information.