**Course Objectives**

After completion of the unit, the learner would be able to learn the procedure for entering data, storing data, sorting data, checking of duplicate entries etc. and other related procedures.

### UNIT I Introduction to SPSS, Data Management and Transformation-Creating Variables-Entering data

**This course will give an overview of concepts in Quantitative Study. Further, it will introduce learners with SPSS, Data Handling (Methods and Techniques of Data Collection and it will equip them in Creating Variables and entering data.**

This  explain the process for entering data, storing data, sorting data, checking of duplicate entries etc. and other related procedures.

In this course there would be Virtual Classes, SILM, e-contents and Discussion Forums. Further, learning materials would also be provided to you.

## Course Outline

1. **Overview of Concepts in Quantitative Study.**
2. **Introduction to SPSS.**
3. **Data Handling (Methods and Techniques of Data Collection).**
4. **Creating Variables.**
5. **Entering data**