



**INSTITUTE OF STATISTICAL, SOCIAL  
AND ECONOMIC RESEARCH (ISSER)**  
COLLEGE OF HUMANITIES, UNIVERSITY OF GHANA



## ANNOUNCEMENT OF SHORT COURSES 2017

The Institute of Statistical, Social and Economic Research (ISSER) of the University of Ghana, Legon is organizing four short courses for policy makers, analysts, programme implementers, consultants, Central Government, Ministries, District Assemblies, NGOs, social services groups, researchers and students, etc.

The courses aim to equip participants with useable operational skills, methods and techniques that are relevant to solving development problems in Ghana.

If you are in doubt about the suitability of any of the course for your needs, please contact the Course Coordinator through the ISSER office.

**The full course and application fees must be paid a week before the start of the course.**

The application fee for participants is as follows:

- Ghanaian GH¢50.00
- International GH¢150.00

Application forms can be downloaded from the ISSER website: [www.isser.edu.gh](http://www.isser.edu.gh)

### Bank details:

Account Name: Inst. of Stats. Soc. & Econ. Res. (ISSER)  
Bank: Ghana Commercial Bank  
Account Number: 1031130003734  
Branch: Legon

For invoices and any other enquiries, kindly contact

The Short Courses Desk  
Institute of Statistical, Social & Economic Research (ISSER),  
P.O. Box 74, University of Ghana, Legon.  
Tel: 057 769 9900/01  
Cell: 028 955 6878  
Email: [shortcourses@isser.edu.gh](mailto:shortcourses@isser.edu.gh)

### Accommodation (Optional)

We will provide information (on request) about accommodation at halls of residence at the University of Ghana and in hotels near the campus.

## A. RESEARCH METHODOLOGY AND REPORT WRITING

### Course Description

The course provides an overview of the entire research process, from proposal development to writing of the research report. It includes the most current data collection and analysis techniques in both quantitative and qualitative methodologies.

The course carefully balances an understanding of basic principles of research with practical 'how-to' skills, using a combination of lectures and in-class exercises. The course instructors are from ISSER and relevant departments in the University of Ghana with years of teaching and research experience.

### Course Content

#### Proposal Writing

#### Research Design

- Qualitative and Quantitative Methodology
- Sampling Procedures
- Design of Questionnaires and Interview Guides
- Data Collection Techniques and Field Skills
- Data Analysis

#### Research Report Writing

### Participants

The course is ideal for those whose work demands practical research skills, or who want to gain a firmer understanding of research. This would include persons working in the corporate world, in the public sector, and in research consultancies.

**Duration**            **Mon, 29 May – Fri, 9 June 2017**  
(2 weeks)

**Course Fee**        **GH¢1,800.00** per participant (includes course materials, lunch and snack)

**DEADLINE for application: Mon, 22 May 2017**

## B. DATA MANAGEMENT AND ANALYSIS

### Course Description

This is an intensive course on basic principles and methods of data processing (data entry, cleaning and verification) and statistical data analysis applicable in various fields of study. The emphasis will be on the choice of method for a particular data set and interpretation of results. **There will be hands-on training.**

### Course Content

#### Data Management

- Building Data Management Strategy
- Using SPSS and STATA in Data Management and Analysis

#### Analysis

- Basic Statistical tools for data analysis
- Estimation and Hypothesis testing
- Analysis of Relationships
- Time Series Analysis
- Longitudinal Data Analysis
- Introduction to Advanced Statistical Techniques

**Practical Exercises** in Data Management and Analysis.

### Participants

The course will be useful to individuals interested in learning both the theoretical basis and the practical techniques for managing research projects. **Participants are required to come along with their laptops of the following minimum requirement:**

- 64 bit Operating System
- Windows 7 or 8 or 10
- Ram 2 or 4 GB

**Duration** Mon, 12 June – Fri, 23 June 2017  
(2 weeks)

**Course Fee** GH¢2,100.00 per participant (includes course materials, lunch and snack)

**DEADLINE for application: Mon, 5 June 2017**

## C. PROJECT CYCLE MANAGEMENT

### Course Description

This is a unique course which provides practical knowledge and skills on how to effectively manage projects from its inception through implementation,

monitoring and evaluation. The course is taught by senior academics together with experienced project planners and monitoring and evaluation specialists. It also combines theory with computer based software on project cycle management. This programme will be extremely useful for professionals wishing to consolidate their knowledge of project planning, implementation, monitoring and evaluation.

### Course Content

#### Project Planning and Appraisal

- Project planning perspectives/concepts
- Project identification
- Project cycle components
- Managing the project cycle sequence
- Project framework
  - Logical framework
  - SWOT analysis
  - Critical incidents analysis
- Sustainability of projects
- Participatory approaches to projects and community management
- Project action plan
- Project appraisal
  - Principles of project appraisal
  - Techniques and criteria
  - Financial and economic analysis of projects
  - Analysis of the social, distributive environmental impacts of projects

#### Dynamic Monitoring and Evaluation of Projects

- Key distinctions between monitoring and evaluation
- Participatory monitoring and participatory evaluation
- Policy analysis matrix for project monitoring and evaluation
- Causal pathway of analysis for project monitoring
- Evaluation as a means of analyzing project, policy and process
- Feedback and completion of the project
- Introduction to Software for Project Cycle Management

#### Practical Exercises in Project Cycle Management

Participants will undertake a trip to a project site, apply the techniques learnt and prepare a project report. Also, the course is interactive and practical exercises will be done after completing key topics.

### Participants

The course will be relevant to project officers, development consultants, budget and planning officers of Ministries, Departments and Agencies, District Assemblies, NGOs, social services groups, researchers, students, private entrepreneurs etc.

**Duration** Mon, 26 June – Fri, 7 July 2017  
(2 weeks)

**Course Fee** GH¢1,800.00 per participant (includes course materials, lunch and snack)

**DEADLINE for application: Mon, 19 June 2017**

**Duration** Mon, 10 July – Wed, 19 July 2017  
(1 and half weeks)

**Course fee** GH¢1,800 per participant (includes course materials, lunch and snack)

**DEADLINE for application: Mon, 3 July 2017**

## **D. SURVEY TECHNIQUES USING CAPI AND NVIVO**

### **Course Description**

This course is a thorough introduction to the methods and best practices used in collecting data about populations using netbooks or tablets. Participants will learn how to design Computer-Assisted-Personal Interview (CAPI) application for data entry with a lot of background quality checks. Participants will also have the opportunity to learn about survey management with CAPI from start to finish of the project. The training will make use of household questionnaire which are mostly difficult to programme. An in-depth qualitative data collection to analysis would also be featured. Nvivo will be used as the rigorous analytical software to focus on text based data. Theme/node constructions and hierarchy using Nvivo will also be looked at.

### **Course Content**

- Household Surveys
- Qualitative data Analysis
- Node Construction and Hierarchy
- Designing CAPI for android using CSpro
- Customizing of questions
- Dynamic value sets
- Synchronization of programme and survey center
- Hands-on practicals

### **Participants**

This intensive course is ideal for anyone who plans to collect survey data (quantitative or/and qualitative), commission survey projects or evaluate the results of survey research in their work. While there are no formal background prerequisites for the Nvivo course, the mobile data application is geared toward IT professionals who currently use CSpro. The one and half-week format of the program is quite intensive. With presentations, in-class discussions, hands-on planning projects and take-home assignments, participants should plan on being fully engaged for the entire programme. **Participants are required to come along with their laptops of the following minimum requirement:**

- 64 bit Operating System
- Windows 7 or 8 or 10
- Ram 2 or 4 GB