

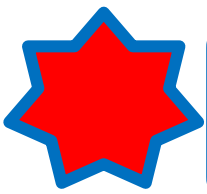
Course Syllabus
Special Summer Program 2020

Course title	STATA® Basics Workshop		
The month of offering the course	July <input type="checkbox"/> August <input checked="" type="checkbox"/>	Way of teaching	F2F <input type="checkbox"/> Online (Zoom) <input checked="" type="checkbox"/>
Teaching schedule	Date: Aug. 19 th Wed. (One-day session)	Time: 14:40-17:50	
Names of Instructor	HIROSE, Shinichi (GSIM)		Total No. of Classes (90min) 2 (=180 min. in total)
Course description	<p>➤ STATA is an IUJ standard statistics package, and all current students and faculty members can use it for free.</p> <ul style="list-style-type: none"> ✧ The statistics software suite called “R” is becoming the de facto standard among researchers. It is a bunch of free software modules developed by researchers around the world. It is mighty and rich in terms of the variety of available statistical methods. ✧ The Summer Session “Data Analysis with R” was offered by Professor Chuang in July 2020 at IUJ. ✧ However, for you to reach the mastery level of being capable of using R without frequently referring to the technical documentation, it takes a relatively long time. ✧ STATA has a more friendly user interface as compared with R, and you will feel comfortable in working with STATA with less training time. <p>➤ This course assumes that participants are beginners and do not have any knowledge of using STATA. (NO PREREQUISITES)</p> <p>➤ This course plans to cover the following topics:</p> <ul style="list-style-type: none"> ✧ Basic data handling operations <ul style="list-style-type: none"> - Importing and exporting data - Saving a log record file during the operation - Working with missing data - Putting “Labels” to variables and values - Making and reusing the “.do” format files ✧ Generating descriptive statistics results (such as mean, median, mode, standard deviation, etc.) ✧ Developing primary graphical outputs, such as histograms and scattergrams ✧ Learning how to use conditional settings (by/if/in tab) ✧ Transforming existing variables into different forms (wrangling or munging) ✧ Copying and pasting Tables and Figures from STATA to Word or other document fields ✧ Essential tests, including variations of t-tests and one-way ANOVA ✧ Simple regression analysis and related data handling <p>➤ NOTE #1: This session does not teach theoretical meanings and deep-level implications related to the topics under discussion</p> <ul style="list-style-type: none"> ✧ The topics with this Basics Workshop are all covered by QIS1020 Applied Statistics, which almost all of you have taken ✧ Still, we do not have time to revisit theories in this session. We will learn how to get the necessary results by using STATA, like the way we learn how to use microwave ovens without knowing why they work <p>➤ NOTE #2: The planned coverage may be adjusted and changed depending on the actual overall progress speed of the session on the day</p> <p>[VERY IMPORTANT: Computer Preparations Before Joining this Session]</p> <p>➤ Visit the MLIC Computer Dept. (4th floor of the MLIC bldg.) by taking your computer with you. The staff there will install STATA on your computer.</p> <ul style="list-style-type: none"> ✧ If you are off-campus and cannot go to the MLIC office, contact the department via email well in advance. [mlic-com@iuj.ac.jp] <p>➤ Make sure that you can use Excel on your computer.</p>		

	<p>[Disclaimer]</p> <ul style="list-style-type: none"> ➤ The instructor will do his best to help all course participants achieve the goals described above. ➤ However, the computer and network environment tend to be very different from person to person. ➤ Therefore, there are possibilities where the instructor may not be able to resolve some special issues encountered by some of the participants. ➤ If you could not complete the steps covered in this session, try to reach out to appropriate people after the session. Consult with voluntary student computer advisors for general issues. For the specific use of statistical models, try to talk to your supervisor or other faculty members. ➤ Due to the time and budget limitations, the instructor of this course cannot extend additional technical support outside of the session time. ➤ Instruction will be delivered based on the Windows 10 interface. Mac users need to adjust their operations on their own.
Texts	<ul style="list-style-type: none"> ➤ STATA Basics Instruction PDF file (authored by the instructor). ➤ Other data files to conduct practices during the session. ➤ The Instruction and data files can be downloaded from the IUJ Moodle site. ➤ Refer to the “How to Login to the IUJ Moodle” PDF, attached to the bottom of this document. It will guide you through logging in to the IUJ Moodle site for the first time. ➤ The Moodle site will be made accessible for participants about one week before the session. ➤ Recommendation: You are encouraged to download all materials from the IUJ Moodle in advance and make them readily available during the session. For the Instruction, it’s desirable that you make it available separately from your computer—either by making a hard copy or load it onto your smartphone. <ul style="list-style-type: none"> ✧ This request is because you will be using your computer screen for many purposes during the session. First, you need to view Zoom for an instruction session. Second, you will use various windows for you to train yourself and to make your computer ready for RefWorks. Therefore, your computer screen will become quite busy.
Other Information	<ul style="list-style-type: none"> ➤ The Zoom session URL will be announced from OAA a few days before the session.



Getting Access to the IUJ Moodle Site —The First-time Login Procedures



- **ATTENTION: YOU CANNOT ENTER THE MOODLE COURSE PAGE UNLESS YOU REGISTER AND ENROLL INTO THE COURSE(S) YOU WISH TO JOIN WITH OAA.**
- **MAKE SURE THAT YOU REGISTER BY THE DEADLINE DATE!**

Log In to Moodle on the Web

- Access to the following site by using any kind of browsers

- <https://moodle.iuj.ac.jp/>
- When using app for tablets or smartphones:
<https://moodle.iuj.ac.jp/moodle>

IUJ MOODLE

Username

Forgotten your username or password?

Password

Cookies must be enabled in your browser

Remember username

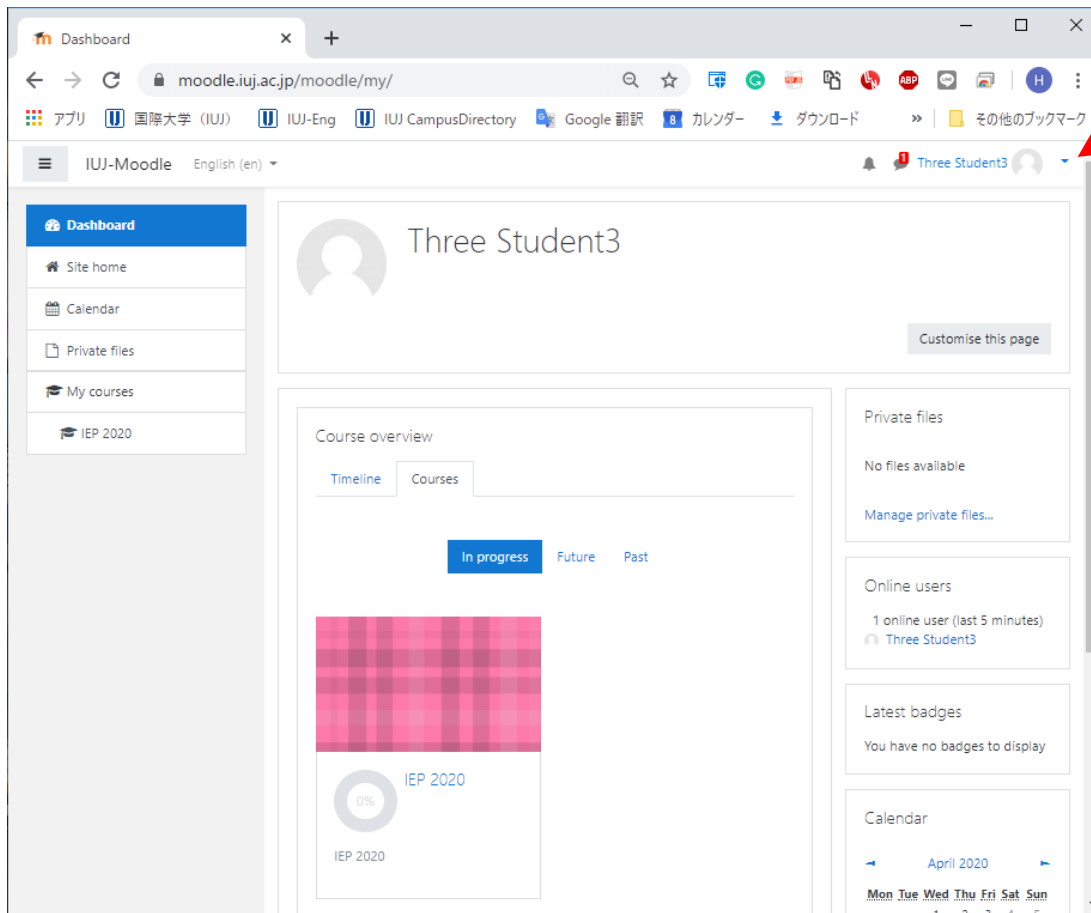
Some courses may allow guest access

Log in

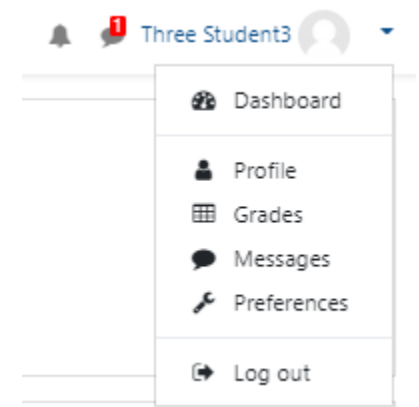
Log in as a guest

- Your Username is:
 - If your IUJ email account is jack123@iuj.ac.jp...
 - Type in “jack123”
- Your Password is:
 - The same with the one you use to enter [¥¥iuj-home](#)
 - Please note that it is different from your email account password

Dashboard Screen



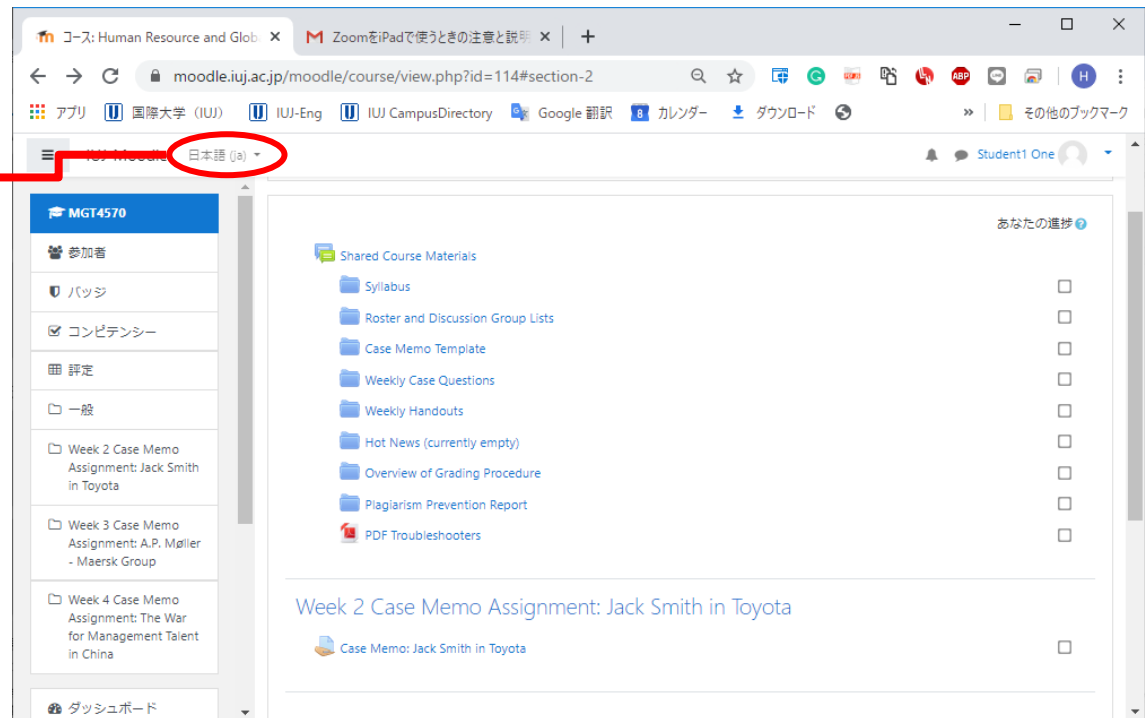
You can set various preferences by clicking here



Screen after Selecting and Entering the Course —Set the Language to English

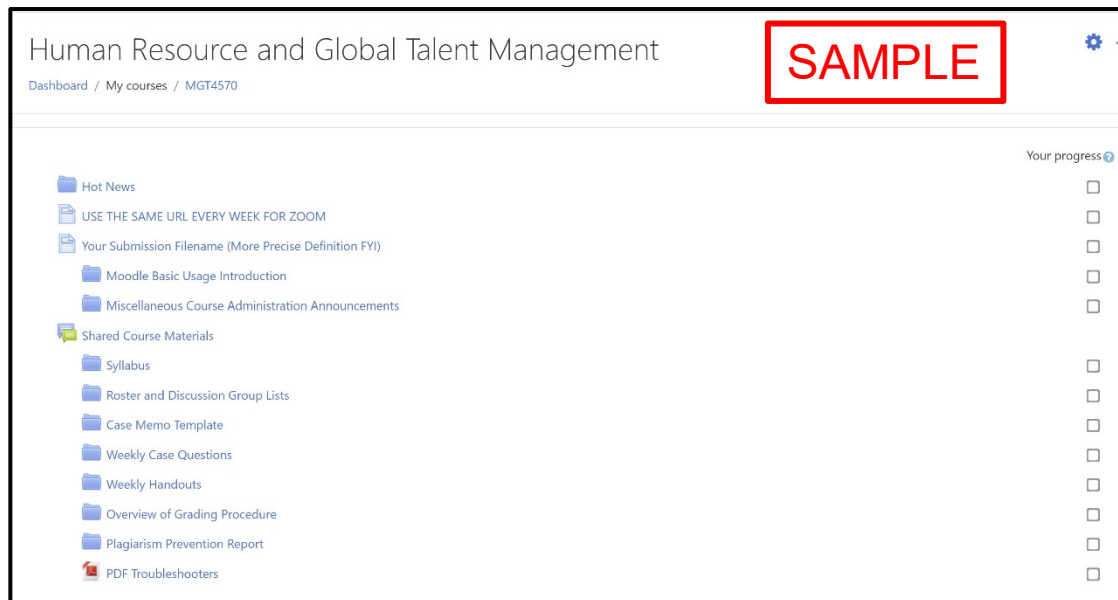
You will see the class materials contents like below:

- You may find that your screen is not displayed in English
- Click on this part to make the display set to English



Screen after Selecting and Entering the Course —Download Materials Used in the Session

1. Download Instruction Materials and Sample Data before the Session Starts
2. Read miscellaneous announcements and info on the page



The screenshot shows a Moodle course dashboard for 'Human Resource and Global Talent Management'. The breadcrumb trail is 'Dashboard / My courses / MGT4570'. A red box labeled 'SAMPLE' is overlaid on the top right. The dashboard lists various course materials with checkboxes for progress tracking.

Item	Your progress
Hot News	<input type="checkbox"/>
USE THE SAME URL EVERY WEEK FOR ZOOM	<input type="checkbox"/>
Your Submission Filename (More Precise Definition FYI)	<input type="checkbox"/>
Moodle Basic Usage Introduction	<input type="checkbox"/>
Miscellaneous Course Administration Announcements	<input type="checkbox"/>
Shared Course Materials	
Syllabus	<input type="checkbox"/>
Roster and Discussion Group Lists	<input type="checkbox"/>
Case Memo Template	<input type="checkbox"/>
Weekly Case Questions	<input type="checkbox"/>
Weekly Handouts	<input type="checkbox"/>
Overview of Grading Procedure	<input type="checkbox"/>
Plagiarism Prevention Report	<input type="checkbox"/>
PDF Troubleshooters	<input type="checkbox"/>