

Introduction to Analytics

Course Number: 4601

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Evaluate and solve problems using key analytics skills, including a structured six-step Analytics Process Model, which you will apply through guided collaborative scenarios with top-tier facilitators. Conduct analysis projects using Microsoft Excel and develop the skills you need to support the success of your organization with this experiential approach, which will provide you with a foundational understanding of analytics with an emphasis on collecting, interpreting, and presenting data.

Intended Audience

This course is designed for individuals who need to develop a foundational understanding of how to use data analysis to solve problems in their organization.

Client-Provided Facility Requirements

- White board with markers and eraser
- 1 computer per student with Internet and Microsoft Office 2016 including Microsoft Excel with unrestricted rights to install the Excel Analysis Toolpak® or with the Excel Analysis Toolpak® already installed on each computer
- Internet required for instructor computer
- Shared folders for students to share work products and access presentations/files from the instructor computer

Course Learning Objectives

- Use Excel and the Analytics Process Model to interpret and analyze a set of data
- Develop analytical objectives and stakeholder analysis for an analytical project
- Apply basic quantitative analysis techniques to a given set of data
- Create a chart that visually represents data prepared in a PivotTable®
- Analyze primary data collected from surveys and interviews
- Develop and deliver a short briefing to present analysis results

Course Additional Features

- Producer Support
- Technical Support Team
- Post-Course Connection
- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance

Introduction to Analytics

- Student Resource Guides
- AI Prompts

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Lesson 1: Introduction to Analytics
LUNCH	
AFTERNOON	Lesson 2: Understanding the Project Objectives and Stakeholders

DAY TWO	
MORNING	Lesson 3: Basic Quantitative Analysis Techniques
	Lesson 4: Data Visualization Techniques
LUNCH	
AFTERNOON	Lesson 5: Collecting Primary Data

DAY THREE	
MORNING	Lesson 6: Presenting Your Results
LUNCH	
AFTERNOON	Lesson 6: Presenting Your Results, continued

Learning Methods

Facilitator presentations; facilitated discussions; practical individual, small-group, and large-group hands-on exercises; case study; computer applications; and application-planning.

Credits

Introduction to Analytics

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Statistics
- Level: Basic
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- [Data Analytics Certificate Program](#)
- [Business Analysis and Requirements Management Master Track](#)
- [Agile in Government Master Track](#)
- [Project Management Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Mandatory

- Participants should have an understanding of Excel

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Analytics Boot Camp](#)
- [Data Collection Techniques](#)
- [Federal Analytics Simulation: A Data Quest](#)

Introduction to Analytics

- [Data-Driven Decision Making](#)
- [Introduction to Data Visualization](#)
- [Data Storytelling for the Federal Government: Numbers to Narratives](#)
- [Evaluating and Presenting Analysis Results](#)
- [Introduction to Evidence-Based Hypothesis Building](#)
- [Leveraging Artificial Intelligence for Federal Decision-Making](#)
- [Championing Data: Building a Data-Savvy Federal Workforce](#)

Introduction to Analytics

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4601>



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