

# Analytics Boot Camp: Core Analytics

**Course Number:** 4607

**Length:** 3 Days

**Primary Delivery Method:** Instructor-led online (synchronous)

**Alternative Delivery Methods:** Instructor-led live classroom

## Course Description

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Develop a strong foundation in data analysis techniques to gain insight into sound business strategy, an insight critical to problem-solving and decision-making within your organization. You will learn numerous analytical techniques, including data validation and conditioning, probability distribution statistical analysis, and how to store data to maintain data integrity. Working collaboratively through real-world scenarios using Microsoft Excel, you'll be prepared to perform the most relevant, mission-critical analyses.

## Intended Audience

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This course is designed for professionals who seek formal training or a refresher course in foundational skills for data analytics.

## Client-Provided Facility Requirements

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- 1 computer per student with Internet and Microsoft Office 2016 including Microsoft Excel with unrestricted rights to install the Analysis Toolpak or with 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

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- Use Excel's IF function
- Check data sets for accuracy and quality and apply conditional formatting to allow for an alternate view of the data
- Utilize Excel's Get and Transform feature to import and transform data
- Use descriptive statistics to describe or summarize a data set
- Construct a frequency distribution to analyze data and translate it into relevant information
- Predict the outcome of an event using probability
- Demonstrate how probability distribution functions forecast how often an event will occur over time
- Use sampling to accurately forecast the impact of an event
- Investigate the relationship between values using correlation and linear regression
- Review best practices for data retention and integrity

## Course Additional Features

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- Producer Support
- Technical Support Team

# Analytics Boot Camp: Core Analytics

- Extended Learning Bursts
- Dedicated In-House Accessibility/Section 508 Compliance
- 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	Introduction
	Lesson 1: IF Functions
	Lesson 2: Data Validation and Conditional Formatting
LUNCH	
AFTERNOON	Lesson 2: Data Validation and Conditional Formatting, continued
	Lesson 3: Get and Transform

DAY TWO	
MORNING	Lesson 4: Descriptive Statistics
	Lesson 5: Frequency Distribution
LUNCH	
AFTERNOON	Lesson 5: Frequency Distribution, continued
	Lesson 6: Basic Probability

DAY THREE	
MORNING	Lesson 7: Probability Distributions
	Lesson 8: Overview of Statistical Sampling

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LUNCH	
AFTERNOON	Lesson 9: Correlation and Regression
	Lesson 10: Storing Data
	Course Evaluation

## Learning Methods

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Lecture; facilitator presentations; facilitated discussions; practical individual and large-group hands-on exercises; discussion; action planning.

## Credits

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### National Association of State Boards of Accountancy (NASBA)

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

### Continuous Learning Points (CLPs)

- Credits: 24

## Management Concepts Certificate Program Relationship

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

- [Agile in Government Master Track](#)
- [Project Management Master Track](#)
- [Program Management Certificate Program](#)

## Prerequisites

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### Mandatory

- Participants should have a basic understanding of Excel.

### Suggested

- [Introduction to Analytics](#)

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## Prework

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There is no prework required for this course.

## Requirements for Successful Completion

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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

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- [Data Collection Techniques](#)
- [Data Analysis and Modeling Techniques](#)
- [Evaluating and Presenting Analysis Results](#)
- [Data-Driven Decision Making](#)
- [Introduction to Data Visualization](#)
- [Leveraging Artificial Intelligence for Federal Decision-Making](#)

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## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/4607>



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