

Data Collection Techniques

Course Number: 4610

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Analyze and collect clean data, particularly in the context of your organization's data management. Learn best practices to combat common obstacles in data collection. Gain strategies for identifying the best types of data to address your needs, methods for collecting primary and secondary data, and diverse research methods to aid in organization decision making.

Intended Audience

This course is designed for individuals who need to become skilled at gathering data for use in analysis projects.

Course Learning Objectives

- Review the Analytics Process Model and explain how it aligns with the data collection process
- Define the problem statement and research questions that must be answered to address the problem
- Prepare an overall data collection plan
- Explain how to use primary and secondary data collection methods to gather data for analysis
- Practice using sampling techniques for data collection
- Perform exploratory data analysis
- Select, integrate, clean, and transform data for analysis
- Implement strategies to document data descriptions

Course Additional Features

- Producer Support
- Technical Support Team
- 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	Lesson 1: Data Collection and the Analytics Process Model

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	Lesson 2: Defining the Objectives
	Lesson 3: Planning for Data Collection
LUNCH	
AFTERNOON	Lesson 4: Data Collection Methods

DAY TWO	
MORNING	Lesson 4: Data Collection Methods, continued
	Lesson 5: Sampling for Data Collection
LUNCH	
AFTERNOON	Lesson 6: Exploratory Data Analysis
	Lesson 7: Preparing the Data

DAY THREE	
MORNING	Lesson 7: Preparing the Data, continued
LUNCH	
AFTERNOON	Lesson 7: Preparing the Data, continued
	Lesson 8: Describing the Data

Learning Methods

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

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Statistics

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- Level: Intermediate
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Data Analytics Certificate Program](#)

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

- [Business Analysis and Requirements Management Master Track](#)
- [Agile in Government Master Track](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Mandatory

- Participants should have a basic understanding of Excel

Suggested

- [Introduction to Analytics](#)
- [Analytics Boot Camp](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Data Collection Techniques

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

- [Data Analysis and Modeling Techniques](#)
- [Evaluating and Presenting Analysis Results](#)
- [Data-Driven Decision Making](#)
- [Introduction to Data Visualization](#)
- [Federal Analytics Simulation: A Data Quest](#)

Data Collection Techniques

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4610>



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