

Analytics Boot Camp

Course Number: 4650

Length: 5 Days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Gain insight into sound business strategy through data analysis, a key component to problem-solving and decision-making within a mission-critical organization. Develop a strong foundation in data analysis techniques, including analytical techniques, data preparation, integration, statistical analysis, and presentation skills. Working collaboratively through real-world scenarios using Microsoft Excel, you'll be prepared to perform the most relevant, mission-critical analyses.

Intended Audience

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

Client-Provided Facility Requirements

- 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

- Explain the importance of data analysis and data analysis tools to help organizations solve problems effectively
- Review basic Excel components and functions
- Use ranges, anchoring, and excel tables to perform analysis tasks
- Sort and filter data identify relevant information
- Create charts to clarify analysis results and make informed decisions
- Use Excel VLOOKUP and IF functions to search, evaluate, and analyze data sets
- Check data sets for accuracy and quality and apply conditional formatting to allow for an alternate view of the data
- Create PivotTables and PivotCharts to summarize data
- Perform text manipulation functions to turn raw data into useable 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

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- 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

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

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

Course Schedule

DAY ONE	
MORNING	Introduction
	Lesson 1: Introduction to Data Analysis
	Lesson 2: An Excel Primer
LUNCH	
AFTERNOON	Lesson 3: Ranges, Anchoring, and Excel Tables
	Lesson 4: Sorting and Filtering

DAY TWO	
MORNING	Lesson 5: Charting Data
LUNCH	
AFTERNOON	Lesson 6: VLOOKUP and IF Functions
	Lesson 7: Data Validation and Conditional Formatting

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DAY THREE

MORNING	Lesson 8: PivotTables
LUNCH	
AFTERNOON	Lesson 9: Text Manipulation Formulas
	Lesson 10: Get and Transform

DAY FOUR

MORNING	Lesson 11: Descriptive Statistics
	Lesson 12: Frequency Distribution
LUNCH	
AFTERNOON	Lesson 12: Frequency Distribution, continued
	Lesson 13: Basic Probability
	Lesson 14: Probability Distributions

DAY FIVE

MORNING	Lesson 14: Probability Distributions, continued
	Lesson 15: Overview of Statistical Sampling
LUNCH	
AFTERNOON	Lesson 16: Correlation and Regression
	Lesson 17: 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

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Statistics
- Level: Basic
- CPEs: 40

Professional Development Units (PDUs)

- Credits: 35

Continuous Learning Points (CLPs)

- Credits: 40

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](#)
- [Human Capital Certificate Program](#)
- [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

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- [Introduction to Analytics](#)

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

- [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](#)
- [Championing Data: Building a Data-Savvy Federal Workforce](#)

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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/4650>



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