

Frequently Asked Questions

Course Title: Introduction to Analytics

Course #: 4601

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

Mandatory:

- Participants should have an understanding of Excel

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6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Statistics

NASBA Level: Basic

CEUs: 1.9

PDU: 21

CLPs: 24

10. What course(s) do you recommend after I complete this course?

- [Analytics Boot Camp](#)
- [Data Collection Techniques](#)
- [Federal Analytics Simulation: A Data Quest](#)
- [Data-Driven Decision Making](#)
- [Introduction to Data Visualization](#)
- [Data Storytelling for the Federal Government: Numbers to Narratives](#)

Frequently Asked Questions

- [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](#)

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).