

# Frequently Asked Questions

**Course Title:** Data Collection Techniques

**Course #:** 4610

**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?

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.

## 2. Who should attend?

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

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

- 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

## 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 action planning

## 5. Are there prerequisites for this course?

Mandatory:

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- Participants should have a basic understanding of Excel

Suggested:

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

## 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 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](#)

## 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

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NASBA Level: Intermediate

CEUs: 1.9

PDU: 21

CLPs: 24

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

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

## 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](#).