

Frequently Asked Questions

Course Title: Analytics Boot Camp

Course #: 4650

Duration: 5 Days

Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

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

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.

2. Who should attend?

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

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

- 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
- Use sampling to accurately forecast the impact of an event
- Investigate the relationship between values using correlation and linear regression

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- Review best practices for data retention and integrity

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

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

5. Are there prerequisites for this course?

Mandatory:

- Participants should have a basic understanding of Excel.

Suggested:

- [Introduction to Analytics](#)

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](#)
- [Human Capital Certificate Program](#)
- [Agile in Government Master Track](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)

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- [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: 40

NASBA Field of Study: Statistics

NASBA Level: Basic

CEUs: 3.2

PDU: 35

CLPs: 40

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

- [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](#)

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](#).