Data Analytics

Course Overview

Data analysis is the process of extracting information from data. It involves multiple stages, including establishing a data set, preparing the data for processing, applying models, identifying key findings and creating reports. Data analysis aims to find actionable insights that can inform decision-making. This course teaches you essential statistical knowledge and how to apply it to different business questions. After completing this course, you can analyze your data quickly and visualize your results.

Course Outline

1st Module

- Introduction to statistics
- Statistics in Business
- What are the types of data?
- Gathering and recording data
- Organizing data
- What are the types of analysis?
- Importance of data analysis

2nd Module

- Excel data analysis
- Filtering and cleaning data
- Sorting data and conditional formatting
- Data validation
- Pivot tables and charts
- Data dash boarding models
- Data correlation and correlated index
- Trend analysis for historical data

3rd Module

- Google spread sheet vs excel
- Google sheets and data start
- Google dash board
- Idea about Power BI dash boarding
- Data inventory

4th Module
- Forecasting tools
- Quantitative forecasting tools
- Qualitative analysis techniques
    - Trial and error
    - 5-Whys
    - Why-Why
    - Cause-Effect (Ishikawa)
    - Brainstorming
- Critical and creative thinking

Learning Objectives
- Acquire a deep understanding of the practices and processes used by a junior or associate data analyst in their day-to-day job
- Learn key analytical skills (data cleaning, analysis, & visualization) and tools (spreadsheets)
- Comprehend how to clean and organize data for analysis, and complete analysis and calculations using spreadsheets.
- Figure out how to visualize and present data findings in dashboards, presentations and commonly used visualization platforms
- How to predict the future forecasting
- How to think and connect analyzing data by the way of solving problems

Who Should Attend
Anyone working in data analytics as part of his main or partial tasks

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline
One week before the course date

Course Venue
Top Business Training Center: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration & Payment
- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Course fees include material (Soft Copy), light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information
17, Abdel Wahab Selim Elbeshry St.,
Sheraton Heliopolis, Cairo - Egypt
T. +2 02 226 871 44 / +2 02 226 871 45
Ext. 440/1
F. +2 02 226 871 58
M. +2 010 229 20 433
training@topbusiness-hr.com
www.topbusiness-hr.com