

€ TRAINING

Certified ECBA Training and Data Analysis
and Visualization with Excel and Power BI





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Introduction:

This training program is a comprehensive training program designed to equip participants with the foundational knowledge and skills required for entry-level business analysis and effective data visualization. It prepares them for the Entry Certificate in Business Analysis (ECBA) certification exam only. Through it, participants will learn how to design, implement, and evaluate impact assessments to ensure that social programs and initiatives are achieving their intended outcomes.

Program Objectives:

At the end of this program, participants will be able to:

- Provide a thorough understanding of business analysis fundamentals as outlined in the BABOK® Guide.
- Prepare for the ECBA certification exam.
- Introduce key concepts and tools used in data analysis and visualization, specifically focusing on Excel and Power BI.
- Develop practical skills for interpreting, analyzing, and presenting data effectively.
- Enhance their ability to make data-driven decisions in a business context.

Targeted Audience

- Aspiring business analysts seeking foundational knowledge in business analysis.
- Professionals preparing for the ECBA certification exam.
- Business analysts looking to enhance their data handling and presentation capabilities.

Program Outline:

Unit 1:

Fundamentals of Business Analysis:

- Introduction to Business Analysis.
- Role of a Business Analyst.
- Introduction to the BABOK® Guide.

- Key Concepts and Terminology.
- Understanding Business Analysis Core Concepts.
- Planning the Business Analysis Approach.
- Stakeholder Engagement.

Unit 2:

Requirements Life Cycle and Strategy Analysis:

- Trace Requirements.
- Maintain Requirements.
- Prioritize Requirements.
- Assess Requirements Changes.
- Approve Requirements.
- Analyze Current State.
- Define Future State.

Unit 3:

Elicitation, Collaboration, and Solution Evaluation:

- Preparing for Elicitation.
- Conducting Elicitation.
- Confirming Elicitation Results.
- Managing Stakeholder Collaboration.
- Communication Techniques in Business Analysis.
- Measure Solution Performance.
- Analyze Performance Measures.

Unit 4:

Data Analysis with Excel:

- Fundamentals of Data Analysis.

- Data Collection and Cleaning in Excel.
- Data Interpretation Techniques.
- Statistical Analysis using Excel.
- Advanced Excel Functions for Data Analysis.
- Descriptive statistics and data visualization.
- Inferential statistics and hypothesis testing.

Unit 5:

Data Visualization with Power BI and Exam Preparation:

- Principles of Effective Data Visualization.
- Getting Started with Power BI.
- Creating Charts and Graphs in Power BI.
- Building Interactive Dashboards and Reports.
- Best Practices in Data Presentation.
- Real-world Case Studies.
- ECBA® Exam Preparation Tips and Review: Time Management and Study Strategies for Certification.

Note: This program is designed to prepare participants for the certification exam only.