COURSE SYLLABUS

Certified Management & Program Analyst Level II Certificate Program

Enhance your analytical and communication skills through advanced management and program analysis training. Ideal for analysts seeking deeper expertise in research design, data interpretation, and stakeholder presentation.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/program-and-management-analysis-level-2-certificate-program



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

This package includes these courses

- Excel Bootcamp (18 Hours)
- Inferential Statistics for Data Analysis Course (16 Hours)
- Designing an Analytical Study Course (16 Hours)
- Tools for Management Analysis Course (16 Hours)
- Data Analysis & Storytelling Course (16 Hours)
- Speaking with Confidence Course (24 Hours)

Excel Bootcamp

- Master calculations, basic functions, charts, formatting, and printing
- Learn functions such as VLOOKUP and SUMIFS
- Summarize data with PivotTables
- Sort and filter databases
- Work with text: split and join text, dropdown menus
- Advanced database functions such as INDEX and MATCH
- Create basic macros
- Use What-If Analysis for Goal Seek and Data Tables

Inferential Statistics for Data Analysis Course

This intermediate two-day course builds on descriptive statistics by covering inferential techniques for both categorical and quantitative data. Participants work through examples and exercises to understand hypothesis testing, estimation, and data-

driven decision-making.

- Describe statistical sampling and draw a random sample with an acceptable minimal sample size.
- Determine statistical significance and test hypotheses for means and proportions.
- Calculate the chi square value for frequency data.
- Compare two sample means and two sample proportions.
- Construct a scatter diagram and compute a correlation coefficient.
- Calculate a regression equation and use it to predict a dependent variable.

Designing an Analytical Study Course

Learn to plan and design analytical studies using a proven, systematic framework that connects data, context, and recommendations. This two-day workshop helps analysts develop well-structured research questions, design methodologies, and justify approaches for meaningful evaluation. Ideal for professionals developing studies in program evaluation or management analysis.

- Develop a plan to conduct an analytical study.
- Describe the major steps in an analytical study.
- Evaluate methods to collect and analyze data.
- Develop data collection instruments.
- Identify project milestones for an analytical study.

Tools for Management Analysis Course

Learn practical tools and techniques to enhance your management analysis skills, from comparing decision alternatives to designing process flows. This course equips analysts and decision-makers with strategies to solve problems and justify recommendations effectively.

- Applying conventional analytical tools for problem-solving.
- Measuring organizational performance and prioritizing options.
- Differentiating symptoms from root causes of problems.
- Designing process flows and evaluating decision alternatives.
- Providing analytical justification for recommendations and decisions.

Data Analysis & Storytelling Course

Master the art of data storytelling by analyzing data, crafting narratives, and designing impactful visuals. This hands-on course equips participants with techniques to communicate data findings effectively to decision-makers.

- Understanding the six key steps in an analytical study.
- Developing questions and applying descriptive statistics for data analysis.
- Creating and editing charts to enhance data visualization.
- Communicating data findings through structured storytelling.
- Designing presentations that combine data visualization and narrative techniques.

Speaking with Confidence Course

Learn to speak confidently in front of groups by mastering audience engagement, presentation organization, and delivery skills.

This course provides personalized coaching and practical exercises to help you overcome public speaking challenges.

- Analyze and understand your audience.
- Organize presentations for maximum impact.
- Deliver messages skillfully and confidently.
- Handle audience questions effectively.
- Use visuals to enhance your message.
- Manage public speaking anxiety and build confidence.