



# INSTITUTE OF ACCOUNTANCY ARUSHA



## SHORT COURSE ANNOUNCEMENT

### EFFECTIVE DATA MANAGEMENT & ANALYSIS

Date: 18<sup>th</sup> to 23<sup>rd</sup> September, 2017 (6 days)  
IAA ARUSHA CAMPUS, ARUSHA)

#### 1.0 Background

Organizations have vast amounts of data in various functional units. They need staff who have the ability to analyze that data to see trends and make predictions for the business sustainability. Organizations require information quickly to make better business decisions. However, with the overwhelming amount of information, it is a challenge trying to do so quickly. This course provides skills necessary to build and analyze data so as to assist management in decision making.

#### 2.0 Course Objectives

At the end of the course, participants will be able to:

- (i) Apply smart data management to analyze and manage the pool of data
- (ii) Clean and tidy up data for analysis
- (iii) Leverage using data analysis functions to perform auto expansion of source data range
- (iv) Use pivot table to analyse data
- (v) Improve managerial decision making by incorporating associative and predictive business analysis

#### 3.0 Course Content

This course will cover the following areas:

- (i) Business uncertainties and decision making process
- (ii) Introducing data analysis
- (iii) Cleaning and completing data query table
- (iv) Summarize and extract data
- (v) Data Validation
- (vi) The Auditing tool and Inquire add-in
- (vii) Sensitivity analysis with data tables
- (viii) The Goal Seek command
- (ix) Using the Scenario Manager for sensitivity analysis
- (x) Data Mining using Ms Excel Function: Index, Match Functions, Data Validation, Offset, Indirect Function
- (xi) Slice and dice data using pivotal function
- (xii) Legal and ethical issues in Data Analysis

#### 4.0 Target Participants

This course is meant for middle level managers, officers and other persons from both public and private sectors who require a good understanding of data-driven decision making. This includes Government officers from ministries, agencies, and local governments; data management officers from utilities, pension funds, regulatory authorities, staff from financial institutions, auditors, accountants, planning officers , ICT officers, business analysts, marketing officers, product development teams and strategic advisors. The course is also suitable for other government officials, researchers and donor funded agencies involved in data management and analysis.

#### 5.0 Course Fees & Mode of Payment:

The fee for the course is TZS 1,200,000/= (One million two hundred thousand only) per participant to cover for tuition fee, training materials, tea/coffee and lunch. **A 10% discount will be offered to a sponsor sponsoring 5 participants and above and paying 10 days before the course start.** Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

#### 6.0 Date, Duration and Venue:

This course will be conducted from **18<sup>th</sup> – 23<sup>rd</sup> September, 2017 (6 days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

#### 7.0 Contact Persons

For more details please don't hesitate to contact any of the following:

Mr. Bakari Ally (Course Director)

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**Ms. Lilian Minja (Course Administrator)**

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#### APPLY TO:

The Rector

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