



Commission on
Professional
Credentialing

Presents a Commission on Professional Credentialing Workshop

Data Analysis & Presentation Using Microsoft Excel™

October 17, 18 and 19, 2011

Cost: \$650.00

Created in cooperation with FireStats, LLC., this three-day hands-on workshop aims to give fire officers a comprehensive understanding of the popular analytic and statistical tools available to the fire service which are especially useful in Standards of Cover. The curriculum is designed to introduce some basic statistical concepts that are reinforced with actual fire service data. The data is analyzed by the students using Microsoft Excel tools that are introduced in the class curriculum. Students have a new perspective on basic statistics, new Excel tools to use in their analyses, and practice using both theoretical and practical analytic approaches to their own fire departments' data and experiences.

The following topics are covered in class:

- The use of Microsoft Excel Data Analysis Tool Pack, a very powerful summary statistics tool,
- Averages,
- Standard deviations,
- Descriptive statistics -- std. error, median, mode, count, max, min, kurtosis, skewness,
- Blended/weighted averages,
- Correlation -- examining data points, evaluating and discarding outliers,
- Decision trees -- downloading the add-in, expected values, roll-back calculations, risk benefit,
- Flow charts -- using flow charts and trees, benefits and draw backs,
- Data sorting and summary statistics tools including Pivot Tables, Filtering, Sorting and Sub-totaling,
- Charts and graphs -- best charts and graphs by data type, identifying the points you want to make and choosing your chart/graph accordingly, misleading graphics.

Each student must bring with them to the class a laptop computer with Microsoft Excel and a basic calculator. The student should have a basic comfort with Microsoft Excel and be able to manipulate data in a spreadsheet as well as copy formulas and data from columns and cells.

To register, please visit:

www.publicsafetyexcellence.org.

Workshop Location

South Metro Fire Rescue Authority
9195 E. Mineral Avenue
Meeting Room #1
Centennial, CO 80112