Computer programming and data analysis experience is not required. Participants should be comfortable using Microsoft Office applications, Google applications (e.g., Drive, Spreadsheets, Docs), and be familiar with PC and Mac environments.

**DAY 1: INTRODUCTION TO RESEARCH DATA COLLECTION AND MANAGEMENT**

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| Time | Topic | Description | Tech Needs |
| 9 – 9:30 am | Learning Norms | About the instructor, the schedule, questioning, and checking installations |  |
| 9 :30 – 10:30 am | Developing the research question | What questions can we ask of data? |  |
| 10:30 – 10:45 | Break | |  |
| 10:45 – 12 pm | Data fundamentals | Data description, sharing, and reuse, including copyright and data publishing | Rcmndr |
| 12 – 1 pm | Lunch Break |  |  |
| 1-3:30 pm | Working with data | Creating datasets, managing datasets, version control | Excel |
| 3:30-3:45 | Break | |  |
| 3:45 – 4:30 | Data services | Discussing with faculty, current UTA projects, etc. |  |
| 4:30 | Closure | |  |

**DAY 2: INTRODUCTION TO RESEARCH DATA COLLECTION AND MANAGEMENT**

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| Time | Topic | Description | Tech Needs |
| 9 – 9:30 am | About Data Science |  |  |
| 9 :30 – 11 am | Data cleaning & Data analytics | Restructuring and combining data for specific purposes and basics of data analytics | Excel, Rcmndr |
| 11 – 11:15 | Break | |  |
| 11:15 – 12 pm | Data visualization best practices | Guidelines for effective visualization |  |
| 12 – 1 pm | Lunch Break | |  |
| 1-3:30 pm | Data visualization | Creating charts and using calculated fields | Tableau |
| 3:30-3:45 | Break | |  |
| 3:45 – 4:15 | Data visualization (cont.) | Creating dashboards, adding customizations, publishing work | Tableau |
| 4:15-4:30 | Reflection | Participants discuss what they’ve learned |  |
| 4:30 | Closure | |  |