



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Business Intelligence Reporting Techniques

Custom Courses / Information Technology (IT) and Digital Skills

Unit Standard AATICD-0092 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to design, implement, and interpret business intelligence reports that support strategic decision-making. Participants will master data extraction, transformation, and visualization techniques using modern BI tools, enabling them to transform raw data into actionable insights for their organisations.

Category	Custom Courses
Subfield	Information Technology (IT) and Digital Skills
Unit Standard	AATICD-0092
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse business reporting requirements to determine appropriate data sources and key performance indicators.
- Design and develop interactive dashboards and reports using BI tools such as Power BI or Tableau.
- Apply data extraction, transformation, and loading (ETL) processes to prepare data for reporting.
- Evaluate the accuracy and integrity of reported data through validation and testing techniques.
- Demonstrate the ability to present insights effectively to diverse stakeholders through visual storytelling.
- Implement security and governance measures to ensure data privacy and compliance with organisational policies.

WHO SHOULD ATTEND

- This course is ideal for data analysts, business analysts, report developers, and managers who need to create and interpret business intelligence reports to drive data-informed decisions.

COURSE OUTLINE

Day 1: Introduction to Business Intelligence and Reporting

- Overview of Business Intelligence and its value proposition
- Types of reporting: operational, tactical, strategic
- Data warehousing fundamentals: ETL, star schema, snowflake schema
- Introduction to BI tools: Power BI, Tableau, QlikView
- Key performance indicators (KPIs) and metrics
- Ethical and governance considerations in BI

Day 2: Data Preparation and Modelling for Reporting

- Data profiling and quality assessment
- Data cleaning: handling missing values, duplicates, and outliers
- Introduction to data modelling: fact tables, dimension tables, hierarchies
- Creating calculated columns and measures
- SQL queries for reporting: SELECT, JOIN, GROUP BY, aggregate functions
- Hands-on exercise: building a star schema model

Day 3: Designing Effective Reports and Dashboards

- Visualisation principles: colour, layout, chart selection
- Building dashboards in Power BI/Tableau
- Adding interactivity: slicers, drill-through, tooltips
- Report layout and storytelling with data
- Mobile-responsive design considerations
- Practical exercise: create a sales performance dashboard

Day 4: Advanced Reporting Techniques and Analytics

- Advanced DAX: CALCULATE, FILTER, ALL, time intelligence (YTD, QoQ)
- Statistical functions: moving averages, standard deviation
- What-if analysis and scenario modelling
- Scheduling data refreshes and subscriptions
- Version control and deployment best practices
- Case study: financial reporting analysis

Day 5: BI Strategy, Integration, and Final Project

- BI maturity models and roadmap planning
- Data source integration: APIs, cloud databases, spreadsheets
- Self-service BI vs. governed BI
- Emerging trends: AI-driven analytics, embedded BI
- Final project: end-to-end report development and presentation
- Course review and assessment

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0092) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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