INCAP
INDIANA CAREER APPRENTICESHIP PATHWAY

FOR ADULTS

TECH/IT

CAREER PROGRAM OCCUPATION PROFILE:

DATA ANALYTICS AND BUSINESS INTELLIGENCE ASSOCIATE

The Data Analytics and Business Intelligence Associate career training program prepares adults to collect, prepare, analyze, and communicate data to support organizational decision-making. During this program, trainees will develop practical skills in spreadsheets, data preparation, SQL, analysis, visualization, reporting, governance, quality, security, privacy, responsible AI, and data storytelling. This program emphasizes practical data analytics.

This occupation is ideal for someone who:

- Enjoys working with numbers and spreadsheets.
- Is a problem solver and someone who enjoys identifying patterns.
- Is interested in learning about databases and how businesses analyze information.

How much do trainees earn while they're completing the program?

While compensation varies by industry, organization size, and the full scope of the role, trainees can expect pay in the range of **$17-25/hour** during the program. Trainees are employees and fall under their employer's policies for paid time off, benefits, performance reviews, and salary increases.

What do trainees do as a Data Analytics and Business Intelligence Associate?

- **Data foundations:** Build data literacy and spreadsheet fluency, learn foundational statistics, connect data to business decisions
- **Data collection and preparation:** Learn to acquire, clean, combine, and document data so it is reliable and ready for analysis
- **SQL and querying:** Learn the basics of querying, use SQL to retrieve, filter, and validate data for reporting and analysis
- **Data analysis:** Identify trends and patterns, apply sound reasoning, validate data findings before making recommendations
- **Data visualization:** Build dashboards and reports, maintain data definitions, communicate insights to internal or external stakeholders
- **Data governance:** Apply data definitions and quality controls, maintain privacy protections, use ethical judgment throughout the data lifecycle
- **Artificial intelligence:** Use approved AI tools to accelerate work and workstreams, validate AI outputs, maintain AI safety and security standards

All work is performed under supervision, with increasing independence over time.

TYPICAL SCHEDULE

Training program length

Two years of full-time paid learning, split between on-the-job experience with an employer and specialized instruction at an intercompany training center.

Typical week

Months 1–3:
Foundations and safe exposure

- 3 days/week at the training center (labs + simulations)
- 2 days/week at the employer (shadow + controlled tasks)

Months 4–6:
Supervised ownership of day-to-day tasks

- 2 days/week at the training center
- 3 days/week at the employer

Months 7–12:
Productive throughput and applied learning

- 1 day/week at the training center
- 4 days/week at the employer

Months 13–18:
Deeper investigations and impact

- Half day/week at the training center
- 4.5 days/week at the employer

Months 19–24:
Associate-level work and capstone portfolio

- All time spent at employer with exception of 1 day/month at the training center

What are some of the skills trainees learn on the job?

- Data collection, cleaning, and preparation
- SQL and data querying
- Data analysis and statistical reasoning
- Data visualization and business intelligence
- AI for data analytics

What prior education or experience should trainees have before starting the program?

While not required, there are several prerequisite and bridge learning opportunities that provide a strong foundation for success. Prior to or alongside their training program, adults are encouraged to complete self-paced online courses in spreadsheet fundamentals, basic algebra and percentages, digital file management, introductory databases/SQL, business communication, data privacy and security, and basic statistics.

What credential does a trainee receive when they complete the program?

Trainees earn an INCAP credential that will be recognized by TechIndiana and technology-related companies across Indiana as equivalent to an academic associate degree in data analytics and business intelligence. They also may receive college credit toward a related degree program. Opportunities are also available to earn stackable industry certifications during the program, including CompTIA Data+, Microsoft Power BI Data Analyst Associate, and Tableau Desktop Specialist.

What career opportunities are available after completing the program?

This program prepares trainees to move into junior roles in analytics and BI. Current examples include:

- Data Analytics and Business Intelligence Associate
- Junior Data Analyst
- Junior Business Intelligence Analyst
- Reporting Analyst
- Data Operations Associate
- Analytics Support Specialist
- Junior Power BI/Tableau Analyst

Who should I contact for more information?

TechIndiana is managing INCAP Career Programs for Tech/IT. You can learn more at **TechIndiana.org**.