COURSE SYLLABUS

Business Analyst Certificate

Gain the essential skills and knowledge to excel as a Business Analyst with this comprehensive certificate program. Master Excel, PowerPoint, SQL, and Tableau while building hands-on expertise in data analysis, data visualization, and presentation design.

For more information, visit
https://www.creativelive.com/learning-path/business-analyst-certificate-nyc

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Course Outline

This package includes these courses

- Excel Level I: Fundamentals (6 Hours)
- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)
- SQL Bootcamp (18 Hours)
- Python for Data Science Bootcamp (30 Hours)
- Tableau Bootcamp (12 Hours)
- Financial Accounting Bootcamp
- PowerPoint Level I
- PowerPoint Level II
- Google Ads Bootcamp

Excel Level I: Fundamentals

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course is perfect for those with limited experience looking to expand their proficiency.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

Excel Level II: Intermediate

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort & Filter databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

- Learn to split and join text, add data validation, and named ranges
- Use database functions such as VLOOKUP & HLOOKUP
- Add logical statements, including AND, OR, and IF statements
- Create Pivot Tables to quickly summarize large databases
- Use statistical functions such as Ranking, COUNTIFS, and SUMIFS
- Create advanced combo charts from multiple charts
- Review key concepts by creating a final project

Excel Level III: Advanced

Learn all of the most complex features of Microsoft Excel in this advanced training course—Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions such as nested IF statements
- Learn advanced analytical tools for data consolidation, conditions to exclude data, and pivot charts
- Use advanced database functions including MATCH, VLOOKUP-MATCH, and INDEX-Double MATCH
- Record macros and relative reference macros for ad hoc reporting
- Create a project that applies key concepts from the class

SQL Bootcamp

Learn how to extract, filter, and manipulate data using SQL. This course covers PostgreSQL fundamentals, database querying, table joins, and advanced techniques for handling large datasets.

- Write SQL queries to retrieve, filter, and sort data efficiently.
- Use joins to combine information from multiple tables and establish relationships.
- Apply aggregate functions like SUM, COUNT, AVG, and GROUP BY to summarize data.
- Work with subqueries, conditional logic (CASE statements), and advanced string functions.
- Optimize queries using indexes, data type conversions, and best practices.
- Explore views and user-defined functions to streamline database management.

Python for Data Science Bootcamp

Build a strong foundation in Python programming and data analysis through real-world projects that prepare you for advanced topics like machine learning and predictive modeling.

- Learn Python fundamentals, including variables, data types, functions, loops, and control flow for building robust programs
- Work with complex data structures like dictionaries and lists to efficiently organize and access data
- Use NumPy and Pandas to import, clean, and manipulate datasets for analysis and exploration
- Generate descriptive statistics and apply filtering, grouping, and pivoting techniques for deeper insights

- Visualize data with Matplotlib and create clear, customized charts such as bar graphs, histograms, and scatter plots
- Gain the practical skills needed to transition into machine learning with a solid understanding of data science workflows

Tableau Bootcamp

Develop the skills to turn raw data into compelling visual stories with Tableau, the industry-leading data visualization platform. This hands-on bootcamp teaches you to explore, analyze, and publish dashboards that communicate insights clearly and effectively.

- Connect to datasets, then clean, filter, and structure data for visual storytelling
- Create a variety of visualizations, including bar charts, line charts, treemaps, heat maps, and dual-axis charts
- Build custom fields, apply aggregates, and format charts with labels, tooltips, colors, and axes
- Work with geographic data to build interactive map visualizations, including choropleths and proportional symbol maps
- Customize dashboards and stories for different audiences and devices using Tableau's interactivity tools
- Publish to Tableau Cloud and export dashboards for professional sharing and collaboration