COURSE SYLLABUS

Data Analytics Certification

Gain comprehensive, hands-on training in the core tools of modern data analytics. This program covers Excel, SQL, Tableau, and Power BI, equipping you with the practical skills for the official exams.

For more information, visit
https://www.creativelive.com/learning-path/data-analytics-certification



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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)
- Tableau Bootcamp (12 Hours)
- Power BI Bootcamp (12 Hours)
- Power BI Advanced (6 Hours)
- Power BI Advanced (6 Hours)

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.

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

Power BI Bootcamp

Learn how to transform raw data into powerful, interactive dashboards with Power BI, a leading business intelligence tool used across industries. This hands-on bootcamp covers data connections, visual design, and publishing reports for real-world insights.

- Import and clean data from Excel, CSV, and other sources using Power Query
- Create interactive visualizations, including charts, maps, cards, and slicers, to explore trends and patterns
- Use DAX to build measures, calculated columns, and custom aggregations
- Manage table relationships to create dynamic, filterable reports with a professional finish
- Set up dashboards, schedule data refreshes, and manage reusable datasets for scalable reporting
- Share and collaborate on reports via the Power BI Service

Power BI Advanced

This advanced Power BI course focuses on building more reliable data models using proper relationships, filter flow, fiscal and calendar date tables, Row-Level Security, and more.

- Build better data models by understanding relationships, cardinality, and cross-filter direction
- Design reliable data models and avoid common modeling mistakes
- Create and use hierarchies to organize and drill into data
- Control visual order with custom sort columns
- Create reusable date tables supporting fiscal and calendar years
- Add parameters to make reports interactive and flexible
- Implement Row-Level Security (RLS) with Static and Dynamic roles

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