COURSE SYLLABUS

Business Analyst Certificate (Self-Paced)

Master the essential skills to become a Business Analyst at your own pace with this comprehensive certificate program. Learn Excel, PowerPoint, SQL, and Tableau while gaining hands-on experience in data analysis, visualization, and presentation design.

Group classes in Live Online and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/certificates/business-analyst-certificate-self-paced

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Course Outline

This package includes these courses

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

Excel Level I: Fundamentals Course Online (Self-Paced)

In this beginner Excel workshop, you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This basic Excel class 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 Course Online (Self-Paced)

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, apply data validation, and create named ranges
- Use database functions such as VLOOKUP and HLOOKUP
- Write logical formulas using AND, OR, and IF functions
- Create Pivot Tables to efficiently summarize and analyze large datasets
- Apply statistical functions such as RANK, COUNTIFS, and SUMIFS
- Build advanced combo charts by combining multiple chart types
- Reinforce key concepts through a guided final project

Excel Level III: Advanced Course Online (Self-Paced)

Learn advanced 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 and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting

SQL Course Online (Self-Paced)

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 Course Online (Self-Paced)

Unlock the power of Python for data-driven decision-making as you master Python programming fundamentals and dive into data analysis. Acquire essential skills to clean and manipulate data, create insightful visualizations, and perform statistical analysis, all through hands-on projects with real-world datasets.

- Handle different types of data such as integers, floats, and strings
- Control the flow of your programs with conditional statements, loops, and functions
- Reuse and simplify code with object-oriented programming
- Analyze tabular data with NumPy and Pandas
- Create graphs and visualizations with Matplotlib
- Make predictions with linear regression, using scikit-learn

Tableau Course Online (Self-Paced)

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 in various formats, then clean, filter, and structure data for effective visual storytelling
- Create a range of visualizations including bar charts, line charts, treemaps, heat maps, dual-axis charts, and advanced types like spider maps and alluvial diagrams
- Use Tableau's calculation tools to create custom fields, apply aggregates, and deepen your data analysis
- Format charts with labels, tooltips, color, and axis adjustments, and build interactive map visualizations such as choropleths and proportional symbol maps
- Customize dashboards and stories for various audiences and screen sizes using Tableau's interactivity tools
- Publish work to Tableau Cloud and export dashboards for professional sharing and collaboration