COURSE SYLLABUS

Business Analyst Certificate

Build practical analysis and reporting skills with Excel, SQL, Tableau, and PowerPoint.

Analyze data, create visualizations, and present findings through hands-on exercises.

Group classes (NYC) and onsite training are available for this course.
For more information, email corporate@nobledesktop.com or visit:
https://training-nyc.com/courses/business-analyst-certificate-nyc



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Course Outline

This package includes these courses

- Excel for Business Fundamentals (6 Hours)
- Intermediate Excel for Business (6 Hours)
- Advanced Excel for Business (6 Hours)
- PowerPoint for Business (6 Hours)
- Advanced PowerPoint for Business (6 Hours)
- Tableau Level I (6 Hours)
- Tableau Level II (6 Hours)
- SQL Server Level I (6 Hours)
- SQL Server Level II (6 Hours)

Excel for Business Fundamentals

Learn Excel fundamentals, including entering and formatting data, writing formulas, creating charts, and preparing worksheets for printing.

Intermediate Excel for Business

Build Excel skills with PivotTables, lookup functions, conditional calculations, text tools, and charts.

Advanced Excel for Business

Build on your Excel skills with advanced functions, PivotTables, macros, and tools for analyzing and managing workbook data.

PowerPoint for Business

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)

- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt
- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

Advanced PowerPoint for Business

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations
- Incorporate Video
- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments

Tableau Level I

In this course, you will be introduced to the field of data visualization and the various tools Tableau Public offers. Through concepts and exercises, you will learn to identify datasets to connect to, explore, analyze, filter and structure your data to create your desired visualizations.

Tableau Level II

In this course, you dive further into Tableau tools and customization of your visualizations. You will learn to create a variety of maps to represent your geographic data, and build actions to control your visualizations within your sheets and dashboards. This course requires you to have completed level I in Tableau.

SQL Server Level I

- Explore information stored in a database (tables, columns, rows, etc.) using the graphical interface of SQL Server Management Studio (Microsoft's free database app)
- Write SQL queries to retrieve data from tables in a database
- Primary SQL clauses including SELECT and FROM
- Filtering the results using WHERE, AND/OR, IN, and NOT
- Wildcard filters as well as mathematical comparisons like equals, greater than, less than, etc.
- Combine information from multiple tables with inner JOINs

SQL Server Level II

- Learn to use Outer Joins and find NULL data
- Group data and perform common statistical calculations using Aggregate Functions

- Filter grouped data with HAVING
- Use CAST to make a data type fit your query's needs
- Work with dates and time