

# Business Analyst Tech Certificate

Gain 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.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/certificates/business-analyst-certificate>



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## Course Outline

This package includes these courses

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

## Beginner Excel Course

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing.

- 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

## Intermediate Excel Course

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort and Filter databases, and split and join text.

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

## Advanced Excel Course

Learn all of the most complex features of Microsoft Excel in this advanced training course.

- Understand cell management, including cell locking, auditing, and hotkeys
- Learn 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 PivotCharts
- Use advanced database functions, such as 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.

- Explore information stored in a database (tables, columns, rows, etc.) using the graphical interface of DBeaver, a popular free database app.
- Write SQL queries to retrieve data from tables in the database
- Combine information from multiple tables using JOIN statements
- Filter data, group it, and sort it to extract the specific information you need
- Master advanced techniques, including subqueries, string functions, and IF-Else logic with CASE
- Learn how to use views and functions with parameters instead of directly querying tables

## Python for Data Science Bootcamp

- Learn Python fundamentals, including variables, data types, functions, loops, and control flow, for building robust programs
- Work with complex data structures such as 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 to gain deeper insights
- Visualize data using Matplotlib and create clear, customized charts, including 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.

- Connect to datasets in various formats and clean, filter, and structure the data for visual storytelling
- Create a variety of visualizations, including bar charts, line charts, treemaps, heat maps, and dual-axis charts
- Use Tableau's calculation tools to build custom fields, apply aggregates, and enhance data analysis
- Format charts with labels, tooltips, colors, and axes to improve clarity and visual impact
- 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
- Integrate external map services and use advanced visualization types such as spider maps and alluvial diagrams
- Publish your work to Tableau Cloud and export dashboards for professional sharing and collaboration