

# Data Analytics with PowerBI & Excel Course

Part-Time Online Classes



# Introduction

Learn to turn raw data into insights using Excel, Power BI, SQL, and AI tools like ChatGPT and Excel Copilot. By the end of the course, you'll be ready for Data Analyst roles across industries and prepared for the Microsoft Power BI Data Analyst Associate certification. Ideal for complete beginners with no programming experience.

## Why learn Data Analytics?

Mastering data analytics equips professionals with the skills needed to leverage data for strategic advantage in any industry.

- 1 Informed Decision-Making:** Enhance the ability to make data-driven decisions that can improve business strategies and
- 2 Competitive Advantage:** Gain insights that can help your organization stay ahead of the competition.
- 3 Efficiency Improvement:** Identify areas for cost reduction and process optimization.
- 4 Market Trends:** Understand and predict market trends to better meet customer needs and preferences.
- 5 Career Growth:** Increase your employability and potential for advancement in the growing field of data analytics.

## Who is this course for?

This course is designed for complete beginners across all professions with no prior programming experience, interested in learning Data Analytics.

## What are the course prerequisites?

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| <b>01</b> Have basic math skills and computer skills.     | <b>02</b> Proficiency in English - both spoken and written.   | <b>03</b> Must have a desire and curiosity to learn. |
| <b>04</b> No prior experience in programming is required. | <b>05</b> Must have a computer or laptop with the following specs ( core i5 - i7, 8GB RAM, 500GB memory). |  |

### Course Overview

**Course Duration:** 14 Weeks

**Mode of Learning:** 100% live & online classes

Mon to Fri from 6 pm - 9 pm E.A.T

**Tuition Fees:** Ksh 55,000

## Fee Payment Options Available



Upfront Full Fee Payment

# Course Overview

## Orientation & Onboarding

- Course Overview
- System configurations and installations
- Onboarding

## Introduction to Data Analytics

Build a strong foundation in data analytics using Excel. Learn basic data formatting, navigation, and functions, while exploring AI tools like ChatGPT for dataset analysis and project support. Hands-on labs, ethical AI considerations, and quizzes reinforce your skills.

## Data Cleaning in Excel

Learn to clean and prepare data using formulas, functions, and conditional formatting. Explore AI tools like ChatGPT and Excel Copilot to generate and explain formulas, while hands-on exercises and quizzes reinforce your skills.

## Statistics & Data Cleaning

Clean and analyze data using Excel tools like Flash Fill, Text-to-Columns, and pivot tables. Apply descriptive statistics and leverage Excel's AI-powered Ideas tool to uncover insights quickly.

## Dashboarding in Excel

Transform raw data into visual stories using charts, plots, and dashboards. Apply the CRISP-DM framework and leverage AI-powered suggestions, with guided projects and a cumulative exercise to practice your skills.

## Introduction to SQL I & II

- Learn to write basic SQL queries using SELECT, WHERE, ORDER BY, and LIMIT. Practice filtering and sorting real datasets, with AI tools like ChatGPT to assist in query generation and debugging.
- Advance your SQL skills with GROUP BY, JOINS, and subqueries. Learn to join tables, perform aggregations, and analyze relational data through hands-on labs.

# Course Overview

## Health & Wellness Break

### Introduction to Power BI

Learn to set up Power BI, connect to data sources, and perform basic data transformations with Power Query. Explore natural language querying with the Power BI Q&A visual to get instant insights from your data.

### Data Modelling & Transformation with Power BI

Prepare and structure data by merging datasets, creating reference queries, and profiling data. Use AI tools like Copilot to validate transformations, optimize workflows, and ensure best practices.

### DAX Basics

Build robust Power BI data models using calculated columns, measures, and star schemas. Practice writing and testing DAX formulas, with AI tools like ChatGPT to help generate and optimize calculations such as running totals and year-over-year growth.

### PowerBI Dashboards & Analytics

Learn how to design and optimize professional dashboards using charts, KPIs, and performance best practices. Leverage the Smart Narrative visual to generate AI-driven insights automatically.

### Capstone Project & Certification Prep

Apply your skills to a real-world dataset using Excel, SQL, and Power BI, with AI tools assisting tasks like dashboards, DAX, and query debugging. Reinforce your knowledge through quizzes, review sessions, and AI-generated mock questions to prepare for certification exams.

## Contact Details



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