COURSE OUTLINE: BEGINNER LEVEL: POWER BI AND EXCEL

S/N	TOPICS	OUTLINE	FILES
	PART 1: EXCEL 2016		
1	Introduction to Data Analytics	Class Objectives Course Outline PMAVM Process Prepare Data Objective Measures	
2	Introduction to Excel 2016	Excel Environment Formulas Functions Formats	
3	Get Data	Create Data Create Google Form Questionnaire Source Data Excel, CSV, Web: Companies, Databanks Data Formats Single Table, Multiple Tables, Unpivoted, Pivoted Data Types Number, int, float, Currency, Percentage, Text, Char, VarChar, Time, Date, Custom	
4	Clean Data	Data Quality Dimensions (DQD) Power Query Text, Numbers, Dates, General	
5	Data Transformation 1	Multiple Datasets (Worksheet, Workbooks) Merge Append Relate (Power Pivot)	
6	Model, Analyze, Visualize Data	Pivot Tables Slicers Power Pivot	
7	Dashboard	Dashboard	
8	The Business of Data Analytics	The 3 keys (Skill, Value, Machine) 5 things a DA must learn to do How to start out as a DA (6 Ways) The role of a consultant Legal issues and NDA	

		Optimization (LinkedIn) Documentation (LinkedIn)	
9	Statistics	Exploratory Data Analysis (EDA) Business Insights	
	PART 2: POWER BI		
10	Get and Clean Data	Conditional Statement	
11/12	Data Transformation 2	Entity Relationship Diagram (ERD) Unpivoting Fill Transpose Group Duplicate / Reference Table	
13	Data Analysis Expressions (DAX)		
14	Advanced Charts	KPI Gauge Chart	
15	Dashboard		
16-19	Project Defense		
20	Graduation		

MAJOR:

1. PROJECT: Pick project topics from Day 1 (Project Topics)
2. SUPERVISOR: Assign project supervisors from Day 1 (Supervisors List)
3. LEVELS: The upper level (Level 1, 2, 3)
4. MENTORS: Assign each student a class mentor from Day 1 (Class mentor is same as Supervisor)
5. FEEDBACK: Submit feedback/customer service ratings forms daily (Create Form) *5 ratings per day: class, staff,*
6. CLASSROOM: Use the Google classroom (Create classroom)
7. ASSIGNMENT: Give assignment daily on the Google classroom (List of assignments)
8. MATERIALS: Share materials from day 1 (Create materials)
9. LEADERSHIP: Appoint President and Vice by end of week 1 (Mix gender)
10. SOCIAL: Social Activities (Follow on LinkedIn and others, Rate on Google my business)
11. INTERNSHIPS: Internships (Foreign/Online compulsory within the 4 weeks, Physical: signup form)
12. REMOTE JOBS: List of platforms
13. INCOME: Income (Referral Bonus: N10k per person that registers)
14. ASSESSMENT: Exam (Written, Practical), Project.