

# Business Analyst Certificate

Become a business analyst with hands-on training in the critical tools you'll need to become a business analyst. Learn Excel, PowerPoint, Tableau, and SQL in this comprehensive business analyst training program. Jumpstart your career and become a business analyst with this certificate program.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://www.careercenters.com/courses/business-analyst-certificate-nyc>



[nyc@careercenters.com](mailto:nyc@careercenters.com) • (212) 684-5151

## Course Outline

This package includes these courses

- Beginner Microsoft Excel (6 Hours)
- Intermediate Microsoft Excel (6 Hours)
- Advanced Microsoft Excel (6 Hours)
- Microsoft PowerPoint Level I (6 Hours)
- Microsoft PowerPoint Level II (6 Hours)
- Tableau Level I (6 Hours)
- Tableau Level II (6 Hours)
- SQL Level I (6 Hours)
- SQL Level II (6 Hours)

### Beginner Microsoft Excel

Get going with the basics of Excel and start working on projects in Excel. Get practice with calculations and formulas, charts and tables, worksheet and workbook formatting, and basic hotkeys to accelerate your workflow.

### Intermediate Microsoft Excel

The intermediate Excel class focuses on more advanced functions (including VLOOKUP, COUNTIFS and SUMIFS), Sort & Filter, and Pivot Tables. You'll also learn crucial text-related features like splitting and joining text, removing duplicates, and data validation. Embedded in the course are pivotal time-saving tricks like Paste Special, keyboard shortcuts, and navigation techniques.

### Advanced Microsoft Excel

Become an expert Excel user with this Advanced Excel course. Learn powerful functions like INDEX-MATCH, work with advanced Pivot Table functions, and start recording macros to automate workflows. Prepare yourself for any Excel challenge with this advanced Excel course.

## **Microsoft PowerPoint Level I**

Get comfortable with PowerPoint essentials, from formatting text and visuals to delivering a presentation. By the end of this course, you'll know how to create and edit PowerPoint files, add and adjust different types of content (photos, icons, tables, charts, shapes and more) and how to present to an audience who's in-person or online.

## **Microsoft PowerPoint Level II**

Master PowerPoint's advanced features from slide masters to custom shows in this six-hour PowerPoint course. By the end of this course, you'll be able to create custom themes, use animations, and manage large presentations.

## **Tableau Level I**

Learn the art of data visualization in this Tableau course for beginners. By the end of this course, you'll be able to craft compelling stories by importing, computing, and manipulating data to create powerful data visualizations.

## **Tableau Level II**

Master all things charts and maps in this advanced Tableau course for experienced users. You'll learn how to create maps, make dual axis charts, and use techniques to show changes in data over time. After taking this course, you'll be able to create a variety of charts and maps for different types of data.

## **SQL 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 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