CompTIA Data Analysis Essentials Training

Duration: **1 Day**

BILGINÇ IT Academy
info@bilginc.com
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Overview

The **CompTIA Data Analysis Essentials** course builds **practical, beginner-friendly data analysis skills** that apply to any industry or job role.

Through **hands-on exercises and real-world projects**, learners gain the ability to solve problems with data, support business decisions with evidence, and communicate insights effectively.

Designed for **beginners and non-technical professionals**, this course provides an accessible path to **career-ready, transferable data skills** and leads to a **CompTIA Competency Certificate (CompCert)** upon completion.

Prerequisites

There are **no formal prerequisites** for this course.
Basic digital literacy and confidence using a computer will be helpful.

Who Should Attend

Ideal for:

- Beginners seeking foundational data skills,
- Non-technical professionals who work with data,
- Career changers exploring analytics or business intelligence,
- Students and early-career professionals wanting real-world data experience.

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What You Will Learn

By the end of this course, learners will be able to:

- Define analysis objectives and success criteria,
- Import, clean, and structure datasets,
- Combine and transform data for analysis,
- Perform core calculations and summarize results,
- Create **pivot tables, charts, and dashboards**,
- Apply data integrity and ethical best practices.

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Outline

Module 1: Course Introduction

- Topic 1.1: Getting Started

Module 2: Setting Up Your Data Project

- Topic 2.1: Defining the Analysis Objective
- Topic 2.2: Importing and Structuring Data

Module 3: Cleaning and Combining Data

- Topic 3.1: Cleaning Data
- Topic 3.2: Reshaping Your Data to be Useful
- Topic 3.3: Combining Datasets

Module 4: Core Analyses and Calculations

- Topic 4.1: Aggregate and Descriptive Calculations
- Topic 4.2: Conditional Logic
- Topic 4.3: Dynamic Formulas and Named Ranges

Module 5: Summarizing and Visualizing Data

- Topic 5.1: Pivot Tables
- Topic 5.2: Standard Charts and Customization
- Topic 5.3: Interactive Dashboards with Slicers

Module 6: Data Integrity, Ethics and Sharing Results

- Topic 6.1: Validate and Safeguard Data
- Topic 6.2: Document, Package and Share Results