



DATA ANALYTICS COURSE OUTLINE

Week	Class No.	Topics	Activities/Tools
Week 1	1	Introduction to Data & Types	Presentation
	2	Microsoft Excel Basics	Hands-on Practice
	3	Data Cleaning Techniques	Excel + Google Sheets
Week 2	4	Pivot Tables, Charts & Graphs	Live Excel Demos
	5	Google Sheets Formulas	Hands-on
	6	Project 1: Sales Dashboard in Excel	Submission
Week 3	7	Introduction to Power BI	Live Walkthrough
	8	Importing and Cleaning Data	Practice
	9	Visualizing Data in Power BI	Build Charts
Week 4	10	Python for Data Analysis (Intro)	Hands-on: Jupyter
	11	Pandas & NumPy (Basics)	Code Practice
	12	Project 2: Analyze CSV Dataset	Submit Summary
Week 5	13	Exploratory Data Analysis	Group Activity
	14	Data-Driven Decision Making	Case Study

	15	Mini Quiz / Challenge	Quick Test
Week 6	16	Freelance Platforms for Data Analysts	Profile Review
	17	Final Project Work	Portfolio Build
	18	Presentations & Certificates	Showcase + Feedback

VIPER ACADEMY