**Day 1: Introduction to Data Analytics**

* **Objective:** Understand the core concepts and career paths in data analytics.
* **Topics Covered:**
  + What is Data Analytics?
  + Types: Descriptive, Diagnostic, Predictive, Prescriptive
  + Life cycle of data analytics
  + Tools used: Excel, SQL, Python, Power BI/Tableau

**Day 2: Data Collection & Cleaning**

* **Objective:** Learn data sources, collection methods, and cleaning techniques.
* **Topics Covered:**
  + Structured vs Unstructured Data
  + Importing data from CSV, Excel, APIs
  + Data cleaning techniques (missing values, duplicates, data types)
* **Tools:** Python (Pandas), Excel

**Day 3: Exploratory Data Analysis (EDA)**

* **Objective:** Learn how to analyze and summarize data
* **Topics Covered:**
  + Descriptive statistics (mean, median, std)
  + Data visualization basics (bar, histograms, boxplots)
  + Correlation and trends
* **Tools:** Python (matplotlib, seaborn), Excel

**Day 4: Introduction to SQL for Data Analysis**

* **Objective:** Learn SQL basics for data querying
* **Topics Covered:**
  + SELECT, WHERE, ORDER BY, GROUP BY, JOIN
  + Filtering, aggregations, and subqueries
* **Tools:** MySQL / SQLite / Online SQL editors like Mode or W3Schools

**Day 5: Dashboarding with Excel or Power BI**

* **Objective:** Learn to create interactive dashboards
* **Topics Covered:**
  + Excel: Pivot tables, slicers, conditional formatting
  + Power BI (if available): Data import, visualizations, filters
* **Tools:** Excel / Power BI Desktop