



Idealnovate Data School Elementary Scheme of Work

Kindly read and follow accordingly

Module 1: Introduction to Data Analysis and Excel Basics

- ☐ Lesson 1: Definition and Importance of Data Analysis
- ☐ Lesson 2: Understanding Data Concepts
- ☐ Lesson 3: Types of Data Analytics
- ☐ Lesson 4: Roles in Data
- ☐ Lesson 5: Introduction to Microsoft Excel
- ☐ Lesson 6: Excel Interface: Creating and Exporting Files
- ☐ Lesson 7: Basic Excel Concepts: Sheets & Workbooks
- ☐ Lesson 8: Data Visualization with Pivot Tables & Pivot Charts
- ☐ Practical Session:
 - ☐ Session 1: Basic Data Visualization in Excel
 - ☐ A hands-on session where the students create simple charts and graphs using sample data in Excel by following the instructor.

Module 2: Excel for Data Analysis

- ☐ Lesson 1: Formatting Data in Excel
- ☐ Lesson 2: Customizing Tabs and Groups in Excel
- ☐ Lesson 3: Sorting and Filtering
- ☐ Lesson 4: Working with Critical Excel Functions & Formula
 - ☐ Sum
 - ☐ Average
 - ☐ Min & Max
 - ☐ Division, Multiplication, Subtraction
 - ☐ Count
 - ☐ Other Functions
- ☐ Lesson 5: Other Excel Functions: TEXT Function
- ☐ Practical Session: Working on Sales Data
 - ☐ Assignment: Sales Data
 - ☐ Installation of Power BI

Module 3: Introduction to Power BI

- ☐ Lesson 1: Introduction to Data Visualization
- ☐ Lesson 2: Introduction to Power BI
- ☐ Lesson 3: Power BI Interface Overview
- ☐ Lesson 4: Loading Data into Power BI
- ☐ Lesson 5: Power BI Charts
- ☐ Lesson 6: Dashboards
- ☐ Practical Session:
 - ☐ Session 2: Basic Power BI Visualizations
 - ☐ Hands-on session in Power BI, creating simple visualizations using provided data sets.
 - ☐ Session 3: Creating Dynamic Dashboard with Power BI

Module 4: AMA - The Future of Data Analysis

- ☐ Lesson 1: Opportunities in Data Analysis
- ☐ Lesson 2: Data Analysis Monetization
- ☐ Lesson 3: Job Access As A Data Analyst
- ☐ Lesson 3: AMA Session

Module 5: Introduction to SQL for Data Analysis

- ☐ Lesson 1: Introduction to Databases
- ☐ Lesson 2: Introduction to SQL
- ☐ Lesson 3: SQL Commands & Operations (CRUD)
- ☐ Lesson 4: Creating SQL Tables
- ☐ Lesson 5: Creating SQL Database
- ☐ Lesson 6: Querying SQL Databases (SELECT, FROM, WHERE)
- ☐ Practical Session:
 - ☐ Session 4: Running Basic SQL Queries
 - ☐ Introduction to writing and executing basic SQL queries to retrieve data from a sample database.

Module 6: Real-World Data Analysis Live Session

- ☐ Lesson 1: Real-world Case Study
- ☐ Lesson 2: Data Analysis: Defining Objectives
- ☐ Lesson 3: Data Analysis: Data Cleaning

- ☐ Lesson 4: Data Analysis: Data Visualization and Reporting
- ☐ Practical Session: Hands-on practice

Good luck

Signed,

Idealnovate Management