THE UNIVERSITY OF VERMONT
PROFESSIONAL AND CONTINUING EDUCATION

This three-week course serves as an introduction to the tools, concepts, skills, and analytical techniques needed to step foot into the world of Data Analytics or Data Science. We will begin building the mindset of data-driven decision making and unlock the true powers of spreadsheet tools that only consummate professionals wield. You will leave with an understanding of the many career paths within Data Analytics and Data Science in many industries, a familiarity with the common industry terminology so you can talk the talk, and the ability to manipulate, sort, analyze, visualize, and tell stories with data using spreadsheet tools, so you can take your first steps to walk the walk of a Data Analyst.

About the Course

DESIGNED TO FIT A WORK SCHEDULE

Classes meet Monday, Tuesday, and Wednesday evening each week from 6:30PM - 9:30PM. All classes will be held 100% online. Expect to spend an additional 5-10 hours each week on project work.

TAUGHT BY INDUSTRY INSTRUCTORS

Learn from instructors who are data scientists, analysts and managers. They'll not only teach you the fundamentals, but the updates, tips, & tricks they use daily.

LEARN BY DOING

Apply the new concepts and skills you learn in practical exercises, ongoing activities, and real-world projects.

ADVANCE YOUR CAREER

Take the next step on your unique professional journey by learning the essential professional & career skills to build the career you want as part of our Professional Acceleration experience.

SCHEDULE

February 14th - March 2nd, 2022
Online-live classes Monday, Tuesday and Wednesday; 6:30pm - 9:30pm

TUITION

The tuition for this course is $2000

What You Will Learn

- Analytics with advanced Excel & Google Sheets for professionals
- Working with large datasets
- Filtering, Pivot Tables, Aggregation, Lookups, Conditional Formatting
- Data-driven decision making
- Telling stories with data
- Introductory data visualizations
- Career paths in analytics and data science

What You Will Leave With

You will leave with a familiarity with the common industry terminology so you can talk the talk, and the ability to manipulate, sort, analyze, visualize, and tell stories with data using spreadsheet tools like Excel and Google Sheets, so you can take your first steps to walk the walk of a Data Analyst. You will also gain an understanding of the many career paths in Data Science and Analytics so you can better navigate your career.

This course also includes our Professional Acceleration experience to help you develop professionally and succeed in your new skill development, including developing a Growth Mindset and mastering LinkedIn.

Who is this Course For

This course is ideal for anyone new to analyzing data professionally, especially working professionals looking to grow in their career. Whether you have never used spreadsheet tools before, or if you're familiar with the basic functions like sorting data and simple equations, you will leave with a more advanced and practical skillset. If you work in administrative or operations roles, especially in healthcare, insurance, or finance, this course is especially ideal for you.

What is Required

Basic computer literacy such as browsing the web, downloading and installing programs, switching between programs, and using videoconferencing software like Zoom. Basic knowledge of excel is helpful but not required.

This course is **three weeks long** and meets three nights each week: **Mondays, Tuesdays, and Wednesdays from 6:30pm-9:30pm**. Extra help is available from 6pm-6:30pm on classnights, as well as 3+ additional office hours each week. **Expect to spend an additional 5-10 hours each week** on projects and assignments outside of class.