

STUDY PLAN

		Session Type	Session	Duration (hrs)	Session Title	Session Topics	Self Paced Links	Agenda	Notes	Quiz	Weekly Assignment	Mini Project	Content received	Content Released	Raw Videos
1- August -2026	Live Session		Session 1	3	Introduction to Data Analysis with Excel Excel Functions (Basic to Intermediate)	Text: LEFT, RIGHT, MID, LEN, TRIM, UPPER, LOWER, CONCAT, TEXTJOIN Sorting & Filtering data Logical: IF, IFS, AND, OR, NOT Date: TODAY, NOW, DATE, EDATE, DATEDIF, NETWORKDAYS Math/Stat: SUM, AVERAGE, COUNT, COUNTA, ROUND, INT, MOD		Agenda 1 - Doc link Live Session 1 - Trainer Delivery Guide	Notes 2	Quiz 2			Y	Y	
2- August -2026	Live Session		Session 2	3	Lookups and Pivot Tables	VLOOKUP, HLOOKUP, Xlookup - their comparisons Creating Pivot Tables from structured data Row, Column, Filter, Values fields Summarization techniques (Sum, Count, Average) Grouping (dates, numbers) Sorting and filtering in Pivots Drill-down features		Agenda 2 - Doc Link Live Session 2 - Trainer Delivery Guide		Quiz 3		Week 01 Mini Project	Y	Y	
4- August -2026	DC + Focus		Practice Set/assignment for supporting Mini Project	3		Lab									
8- August -2026	Live Session		Session 3	3	Cross Sheet Lookups - Data Cleaning Techniques	Combining XLOOKUP with Pivot Table summaries Building cross-sheet dynamic reports Using XLOOKUP inside calculated fields Identifying and removing duplicates Detecting and handling blanks, nulls TRIM, CLEAN, SUBSTITUTE for cleanup Data validation for drop-downs and checks Text to Columns, Flash Fill		Agenda 3 - Doc Link Live Session 3 - Trainer Delivery Guide				Week 02 Mini Project	Y	Y	
9- August -2026	Live Session		Session 4	3	End To End Excel Project - Dashboard Building	End to End Excel Project - End-to-end project: Clean raw data Apply transformations		Agenda 4 - Session Link Live Session 4 - Trainer				Week 03 Mini Project	Y	Y	

						Use lookups Summarize using Pivots Linking Pivot Charts to Pivot Tables Using Slicers and Timelines, KPI Cards Present with dashboard		Delivery Guide								
11- August -2026	DC + Focus		Practice Set/assign ment for supportin g Mini Project	3		Lab										
15- August -2026	Live Session		Mini Project Discussio n	3		Lab										
18- August -2026	DC + Focus		<i>Doubt Clarificati on about Prompt Exercises, One small project Hands on with trainer on Gen AI + Excel (Ideally GPT/Copil ot)" + Mini Project Submissio n</i>	3												
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22- August -2026		Session 1	3	DBMS Concepts	Introduction to SQL for Data Analytics SQL Language Categories: DDL, DML, DCL, TCL Common SQL syntax and structure Creating a database Creating tables with CREATE TABLE Altering tables using ALTER TABLE							Y	Y			

					Dropping and renaming columns														
23-August -2026		Session 2	3	Constraints in SQL Dropping, Truncating & Modifying Tables	NOT NULL, UNIQUE, PRIMARY KEY, FOREIGN KEY, CHECK Default values and AUTO_INCREMENT Column-level vs table-level constraint declaration Modifying constraints Difference between DROP, TRUNCATE, DELETE Impact on storage, rollback, and auto-increment counters Modifying column names, data types Adding/removing columns using ALTER TABLE Renaming tables INSERT single and multiple records														
25-August -2026	DC + Focus		3		SQL Lab/Excel Lab														
29-August -2026	Live Session	Session 3	3	Aggregation and Group by	SELECT basics with column filtering WHERE clause and logical operators UPDATE and DELETE commands Using DISTINCT, ORDER BY, LIMIT, Group by Aggregate functions: COUNT, SUM, AVG, MIN, MAX GROUP BY and HAVING														
30-August -2026	Live Session	Session 4	3	SQL Joins	INNER JOIN, LEFT JOIN, RIGHT JOIN, FULL OUTER JOIN Self JOIN, CROSS JOIN Understanding primary-foreign key relationships Joining more than two tables														

					NULL handling in joins Windows Functions - row_number(), rank(), dense_rank(), lag(), lead()												
1- Septem- ber- 2026	DC + Focus		3		Lab							Y	Y				
5- Septem- ber- 2026	Live Session	Session 5	3	Windows Functions, Views and Import/Expo rt of Data	Windows Functions - row_number(), rank(), dense_rank(), lag(), lead() Views: creation, use cases, and limitations Connecting SQL databases to Excel / Python / Power BI Running SQL queries from external tools Exporting and importing data via CSV												
6- Septem- ber- 2026	Live Session	Session 6	3	Subqueries,C TEs and EDA	Nested queries and subqueries CASE statements Common Table Expressions(CTEs) Using simple dashboards to display query results Use case: exploratory data analysis with SQL												
8- Septem- ber- 2026	DC + Focus	DC + SQL Scriptwr iting Practice	3		SQL Script Writing Practice Session												
12- Septem- ber- 2026	Live Session	Mini Project Discussi on	3		MINI PROJECT DISCUSSION												
15- Septem- ber- 2026	DC + Focus	Gen AI Practice + Doubt + Project submiss ion	3														

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19-Sep-2026	Live Session	Session 1	3	Measures of Central Tendency and Measures of Dispersion (using Excel ideally with business problems)	Mean (Arithmetic, Weighted) Median Mode When to use which measure Impact of outliers on central tendency Practice with real datasets (e.g., salary, sales) Range Variance & Standard Deviation (sample vs population) Mean Absolute Deviation Coefficient of Variation Use of dispersion in comparing datasets										
20-Sep-2026	Live Session	Session 2	3	Descriptive Statistics & Forecasting in Excel (Analysis ToolPak Applications)	Using Analysis ToolPak for summary statistics & regression output Data distribution analysis (Histogram & normality check) Time series forecasting using Excel Forecast tools Business interpretation of statistical outputs										
22-September-2026	DC + Focus		3		Lab										

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26-September-2026	Live Session	Session 1	3	Power Query Editor	Navigating the Power Query Editor Transforming data types, trimming, replacing, splitting Steps applied, query folding and refresh Understanding measures vs dimensions Discrete vs continuous fields Data shaping: renaming, removing, pivoting, unpivoting columns Transforming data types, trimming, replacing, splitting Creating relationships, understanding cardinality and cross-filter direction										
27-September-2026	Live Session	Session 2	3	DAX Fundamentals, DAX modelling and DAX Operations	Star vs Snowflake schema Role of fact and dimension tables Introduction to DAX: syntax and use cases Calculated columns vs measures Basic DAX functions: SUM, AVERAGE, COUNT, DISTINCTCOUNT Working with filters in DAX: CALCULATE, FILTER, ALL Logical and text functions in DAX Conditional expressions using IF and SWITCH										
29-September-2026	DC + Focus		3		Lab										

3-October-2026	Live Session	Session 3	3	DAX Operations Visualizations & Interactions	Row context vs filter context explained Error handling and debugging DAX expressions Using core visuals: bar, line, pie, scatter, table, matrix Customizing visuals: formatting, themes, tooltips Setting up slicers and filters Drill-through and drill-down navigation Cross-highlighting and interactivity between visuals						Y					
4-October-2026	Live Session	Session 4	3	Advanced Measures & Time Intelligence Reports, Bookmarks, Tooltips & Navigation,	Cumulative totals and running totals YOY, MOM comparisons DATEADD, DATESYTD, SAMEPERIODLASTYEAR Using CALCULATE with time intelligence Date table creation and relationships Creating multi-page reports Adding bookmarks for storytelling and dynamic views Using buttons and images for navigation. Custom tooltips and drill-through pages Setting up page navigation and back buttons						Y					
6-October-2026	DC + Focus		3		Lab											
10-October-2026	Live Session	Mini Project Discussion	3	Mini Project Discussion Publishing, Sharing & Deployment	Publishing reports to Power BI Service Creating and managing workspaces Setting refresh schedules and gateway setup	Mini Project Lab										

					Sharing reports with stakeholders Row-level security and access control basics											
13-October-2026	DC + Focus	Genai + Doubts	3													
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17-Oct-2026	Live Session	Session 1	3	Python Intro & Control Structures	Intro to Python Coding Environment with Jupyter Notebooks How to write effective code in Python if, elif, else statements Nested conditions							Y	Y	https://drive.google.com/drive/folders/1ri0tGwhfiDgX5NQu5Dd3Q6S5OHA2J9my?usp=drive_link		
18-October-2026	Live Session	Session 2	3	Python Intro & Control Structures Part 2	for loops with range() while loops and loop control: break, continue, pass else clause with loops											
20-October-2026	DC + Focus		3		Lab 1											
24-October-2026	Live Session	Session 3	3	Data Structures in Python	Creating, accessing, slicing lists List comprehension Tuples: declaration, immutability, use cases Tuple unpacking and zip() basics string methods and tuple methods Creating sets, uniqueness in keyword and set membership add(), remove(), discard() Use cases in de-duplication							Y	Y	https://drive.google.com/drive/folders/17_XGed8sN6Atfguheg4WuHrRRfqGM-r6?usp=drive_link		

25- Octobe r-2026	Live Session	Session 4	3	Data Structures in Python Part 2	Set operations: union(), intersection(), difference(), symmetric_difference() Creating and accessing key-value pairs get(), items(), keys(), values() Updating and deleting entries in operator, nested dictionaries Dictionary comprehension (basic intro)													
27- Octobe r-2026	DC + Focus		3		Lab 2													
31- Octobe r-2026	Live Session	Session 5	3	Data Manipulation with Numpy Arrays	What is NumPy & why use it Creating arrays: array(), zeros(), ones(), arange(), linspace() Array properties: shape, ndim, dtype Basic element-wise operations: +, -, *, / Aggregation: sum(), mean(), std() Creating Series from lists, dictionaries Indexing, slicing, vector-style operations							Y	Y			https://drive.google.com/drive/folders/11RB2p76mNwnZau5t16hXMc0l3Ee9axH?usp=drive_link		
1- Novem ber- 2026	Live Session	Session 6	3	Creating and Accessing DataFrame using Pandas	Creating DataFrames from dict, list of dicts, CSV head(), tail(), info(), describe() Selecting data: loc[], iloc[] Adding/removing columns Filtering rows with conditions Renaming columns, updating values Sorting by column(s)													

					Handling missing data: isnull(), dropna(), fillna()											
3-November-2026	DC + Focus		3		Lab 3											
7-November-2026	Live Session	Session 7	3	Pandas Groupby and Sorting	groupby() with mean(), sum(), count() Using agg() for multi-aggregation Multi-index results Pivot tables with pivot_table() Merging/joining DataFrames Load & explore dataset Clean missing and inconsistent data Derive new columns Use groupby(), filtering, sorting Visualize insights using Pandas .plot() Save cleaned & visualized outputs							Y	Y	https://drive.google.com/drive/folders/1620z6vLARxOwr1Frv_Y1jQ4wFRabMmagg?usp=drive_link https://drive.google.com/drive/folders/1pUQ8Oa2fNwj7enKLhbC7f4XH31VEkigs?usp=drive_link		
8-November-2026	Live Session	Session 8	3	Plotting with Matplotlib	Line plot, bar chart, histogram, pie chart using Pandas .plot() Customizing plots: labels, titles, colors Plotting directly from groupby results Intro to matplotlib.pyplot: plot(), bar(), scatter() Styling and subplot basics											
10-November-2026	DC + Focus		3		Lab 4											
14-November-2026	Live Session	Mini Project Discussion	3	EDA with Pandas + Numpy + Seaborn	Visualization using Seaborn library, variety of charts. Lambda Functions User Defined Functions Reshaping Data	EDA project here is the main mini project here Mini Project Discussion						Y	Y			

					Date and Time Handling Exporting Data EDA Project												
17-November-2026	DC + Focus		3														
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21-November-2026	Live Session	Session 1	3	Percentiles, Quartiles, and IQR Univariate Analysis	Percentiles and interpretation (e.g., 90th percentile) Quartiles: Q1, Q2 (median), Q3 Interquartile Range (IQR) Box plot interpretation Outlier detection using IQR Histogram, Bar chart, Pie chart Frequency distribution tables KDE (Kernel Density Estimation) plot							Y	Y				
22-November-2026	Live Session	Session 2	3	Understanding Patterns and Relationship using Univariate,Bivariate, Multivariate Analysis	Basic Bivariate analysis Bivariate Analysis Implementation Pearson's correlation & covariance Rank Correlation Correlation & Causation												
24-November-2026	DC + Focus		3		Lab1+Lab2	https://drive.google.com/drive/folders/1lzfBQGL3hryaSXQC_mvC-1bQn6yqDTxi?usp=drive_link https://drive.google.com/drive/folders/1AKZIA2LFdvE5b536sc_CgWIK5VhT965b?usp=drive_link											
28-November-2026	Live Session	Session 3	3	Probability & Distributions	Basics of probability: Classical, Empirical Complementary, Joint, and Conditional probability												

					Discrete distributions: Binomial Continuous distributions: Normal distribution Central Limit Theorem (basic concept)											
29-November-2026	Live Session	Session 4	3	Hypothesis Testing – Foundations	Population vs sample recap Concept of hypothesis: Null vs Alternative One-tailed vs Two-tailed test Type I and Type II errors p-value concept Confidence Intervals (basic interpretation) t-test: One-sample, Two-sample Z-test basics Chi-square test (intro) for independence Hands-on: Interpret test results using Python/Excel output Decision-making from statistical tests							Y	Y			
1-December-2026	DC + Focus		3		Lab 3						Mini Project - Customer Insights Statistical Investigation	Y	Y			
5-December-2026	Live Session	Mini Project Discussion	3	Mini Project Discussion	EDA Project (EDA Assignment with GEN AI included)	Note : No DC session, rather ask learners to watch pre-recorded Tableau videos during weekdays										
8-December-2026	DC + Focus		3		EDA Assignment Review	Assignment										
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						Note: MC-6: GenAI for Career Readiness — Resume, LinkedIn,										

						Portfolio is not planned here as these things are already covered in Soft skills section.										
	Live Session		3		Capstone Project Building Session											
	Live Session		1.5		Capstone Project Doubts											
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	Live Session		3		Capstone Project Building Session											
	Live Session		1.5		Capstone Project Doubts											
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