

PRODUCT PROFILE:

CompTIA Data Analysis Essentials

OVERVIEW

CompTIA Data Analysis Essentials is a practical, hands-on course designed for anyone who wants to make better decisions with data, no technical background required. No matter your role, this course gives you the skills to collect, clean, analyze, and share data using everyday tools like Excel and Google Sheets. Through interactive videos and real-world scenarios, you'll build confidence turning raw information into clear, actionable insights you can use in any role.

LEARNER BENEFITS

- **Understand data fundamentals:** Learn how data is structured, stored, and used across business contexts.
- **Collect and prepare data:** Gain practical experience in finding, importing, cleaning, and validating data from different sources.
- **Analyze data sets:** Develop skills in summarizing and interpreting data using basic statistical methods and tools.
- **Visualize data effectively:** Create clear, informative charts and graphs that communicate data insights to various audiences.
- **Use industry-standard tools:** Get hands-on with popular data analysis software and platforms through guided labs and exercises.
- **Present data-driven findings:** Practice building and delivering presentations or reports to share your analysis and recommendations.
- **Apply data ethics and security:** Understand key principles for handling data responsibly, including privacy and ethical considerations.

HOW DOES IT COMPARE

CompTIA Data Analysis Essentials is designed for beginners, providing a hands-on introduction to core data analysis concepts and practical skills. It emphasizes accessible, real-world learning to build a strong foundation in data analysis.

For those already familiar with basic data concepts, CompTIA Data+ offers a certification that validates advanced data analysis abilities, including deeper coverage of data mining, statistics, and data governance.

Data Analysis Essentials is an ideal starting point to prepare for the more rigorous, career-focused Data+ credential.

KEY FEATURES

TRAINING DELIVERY OPTIONS

- Self-paced
- Instructor-led training

AVAILABLE PRODUCT OPTIONS

- CertMaster Learn

ESTIMATED TIME

- 6-8 Hours of Instruction
- 30 Minute competency Assessment

LEARNER OUTCOMES

Upon completion of the Data Analysis Essentials course, learners will be able to demonstrate foundational data analysis skills, including identifying data sources, cleaning and manipulating datasets, executing basic statistical analysis, and visualizing results in clear, actionable formats.

Learners will be prepared to contribute to data-driven decision-making processes within their organizations or pursue additional training and certifications in the field of data analytics.

LESSON OUTLINE

1. Defining the Analysis Objective
2. Importing & Structuring Data
3. Cleaning & Transforming Data
4. Combining Data Sets & Lookups
5. Performing Core Analyses & Calculations
6. Summarizing & Visualizing Data
7. Ensuring Data Integrity, Ethics & Sharing Results