Advanced Excel Database Design
Skills Bootcamp in Digital

Course Code	LENGTH	START DATE	END DATE	DAYS OF WEEK	TIME
CXDBADD4	2 weeks	06/12/2021	17/12/2022	Mon-Fri	9.00AM-4.00PM
CXDBADD5	7 weeks	15/01/2022	26/02/2022	Saturday	8:30 - 17:30
CXDBADD6	2 weeks	17/01/2022	28/01/2022	Mon-Fri	9.00AM-4.00PM

Most platforms, programs and applications in the world rely on databases to run seamlessly and so this course is designed to help learners get a better understanding of how to design and implement database concepts.

Apart from learning how to create, format, present, and extract data, learners will also understand how to analyse and validate data from multiple sources and create reports from them to aid decision making. This course will not be specific to any particular database management system, but the skills learnt applies to any of the databases. MS Excel will be used for all practical demonstrations and tasks.

Who is this course suitable for?

This course is suitable for learners of all academic backgrounds. Learners should have basic ICT, access to a PC and the internet as well as access to Microsoft Excel 2019 or higher. A basic understanding of Excel is required to do this course, but coding or design experience is not essential.

What does the course cover?

- The value of data and its role in the organisation
- Data types and formats
- Ethical and legal implications applicable to data
- Data quality and validation
- Storing, organising, manipulating and analysing data in Excel
- Importing external data into Excel
- Data sorting and formatting in Excel

- Formulas and functions in Excel
- Formatting and customising charts in Excel

- Data analysis techniques in Excel
- Report creation and communication in Excel
- Pivot tables and power pivots
- Data validation techniques in Excel
- Building and using interactive dashboards
- Project Work and the path ahead

Additional course extensions

- Storing, Managing and Distribution of Data
- Data Security Standards and Techniques
- Databases and Intellectual Property

How will this course help me, or my employees, secure work or upskill?

From making simple accounting ledgers to generating pivot tables and dashboards to visualise data, the capabilities of Excel make it by far the most popular among programs and practically indispensable in the office setting. A large proportion of office-based jobs mandate a good understanding of Excel as a prerequisite.

It is used extensively in areas such as data entry, data management, programming, time management, task management, customer relationship management, charting, graphing, statistics, accounting, and financial analysis.

What jobs does this course relate to?

Typical job roles include Administrative Assistants, Office Clerks, Data Entry Staff, Market Analysts, Educators, Support Staff, Financial Analysts, Investment Bankers, Statisticians, Investment Bankers, Research Analysts, Content Managers, Project Coordinators, Office Managers, Senior Managers and Decision Makers among others.

How and where is this course delivered?

All our skills bootcamps are delivered remotely using MS teams and using one of three course structures:

- Intensive courses are 2 full weeks, 9-16.00
- Flexible courses are delivered 3 evenings a week for 8-10 weeks
- Weekend Flex courses are delivered on 6 consecutive Saturdays.

Online learning delivered remotely through Zoom, Meets, Teams, etc (breakout rooms used for team tasks).

Disclaimer

Whilst every effort is made to ensure the information is correct, some details may be subject to change. Cambridge Regional College reserves the right to make amendments to the courses, dates, fees or other details, and to make cancellations or changes if numbers are insufficient.

How to Apply

Complete our interest form here: https://www.camre.ac.uk/adult-learners/digital-skills-bootcamps/

Contact us

To find out how the bootcamps could work for you or your company call 01223 418200 and ask to speak to the Skills Bootcamp team.