

DATA ANALYST CAREER PROGRAMME

From zero to **job-ready analyst.**

Six learning stages. Twelve portfolio projects. One capstone. Career support from your first lesson to your first interview.

Excel

SQL

Python

R

Power BI

Tableau

Azure

AI tools

Why become a data analyst?

Every organisation, from the corner coffee chain to a national bank, collects more data than it knows what to do with. Data analysts turn that data into clear answers: which products to stock, which customers might leave, where money is being wasted. It's a role built on curiosity and problem-solving, not on having the "right" degree.

UK DATA ANALYST MEDIAN SALARY*

£55,000

Median advertised salary for permanent roles

Every industry hires analysts

Retail, finance, healthcare, transport, government and tech all rely on data teams.

Skills you can prove

A portfolio of real projects shows employers what you can do, so you don't have to rely on a CV alone.

Room to grow

Analysts often move on into data science, analytics engineering, BI or management.

Inside this guide

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*Median advertised salary, permanent UK Data Analyst roles, IT Jobs Watch, 6 months to Oct 2026. Individual salaries vary; entry-level roles typically start lower.

Career Galaxee · Data Analyst Career Programme

02

Built around one goal: **getting you job-ready.**

Most courses teach tools. We teach you to do the job. Every stage ends with a project based on a real business problem, so by the end you'll have a portfolio, a polished CV and the confidence to talk about your work in interviews.

6

learning stages

A clear path that builds one skill on the next

12

portfolio projects

Realistic UK business scenarios you can show employers

1

capstone

An end-to-end project presented to a panel

15

industry tools

From Excel and SQL to Power BI, Azure and AI assistants

Live

mentor-led sessions

Learn with experts, ask questions and get feedback

1:1

career support

CV, LinkedIn, portfolio and interview coaching

How you'll learn

Learn

Live, mentor-led sessions plus recordings you can revisit any time.

Practise

Guided exercises after every session to lock in each skill.

Build

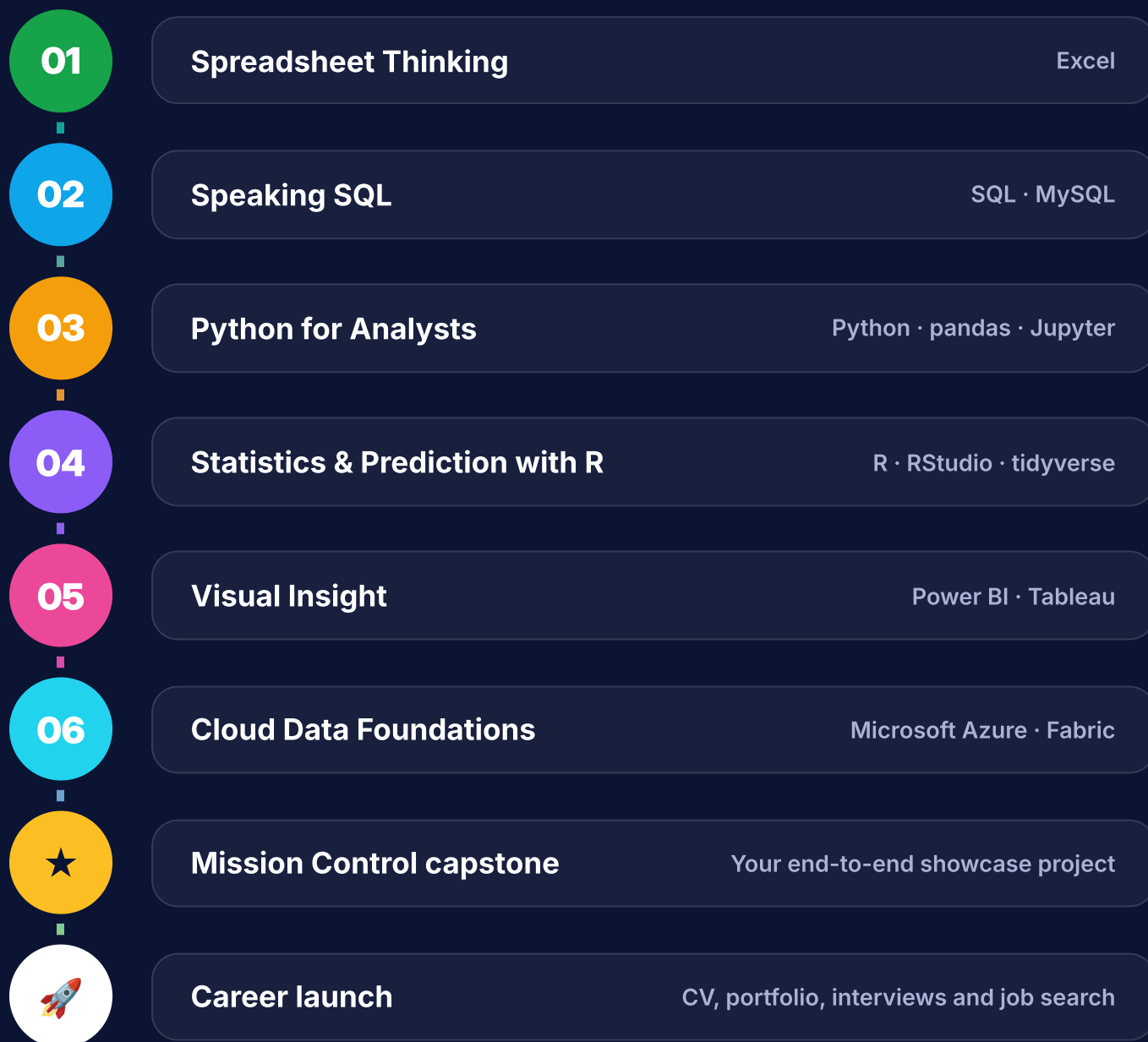
A real-world project at the end of every stage.

Get feedback

Mentor reviews so your work keeps improving.

Six stages to launch.

Each stage builds on the last. You'll start with spreadsheets, learn to query, code and model data, then present it clearly before finishing with a capstone that ties it all together.



OPTIONAL ADD-ON TRACKS

Power BI Analyst Exam Prep (aligned to Microsoft PL-300)

AI for Analysts: work faster with AI, responsibly

You don't need a tech background.

If you enjoy spotting patterns, asking "why?" and solving problems, you already have the most important skills. We'll teach the rest, step by step.

Career changers

Moving from retail, hospitality, admin, logistics or any other field

Graduates & students

Wanting practical, job-ready skills to go with their degree

Professionals who use spreadsheets

Ready to go from "good with Excel" to a data role

Returners

Coming back to work and looking for a growing field

Complete beginners

No coding or maths degree needed, just curiosity

WHAT YOU'LL ACHIEVE

By the end of the programme you'll be able to...

1

Clean, analyse and summarise business data in Excel

2

Write SQL queries that answer real business questions

3

Automate analysis and reporting with Python

4

Test ideas and build predictive models with R

5

Design interactive dashboards in Power BI and Tableau

6

Explain cloud data platforms and pipelines on Azure

7

Use AI assistants to work faster, and check their output

8

Present findings clearly to non-technical audiences

Spreadsheet Thinking

Every analyst's first language is the spreadsheet. You'll learn to tidy messy data, let formulas do the heavy lifting, and turn rows of numbers into a one-page summary a manager can read in thirty seconds.

You'll learn to

- ◆ Think like an analyst: start from the business question, not the data
- ◆ Clean and reshape raw data with text, date and lookup functions (XLOOKUP, IFS, TEXTSPLIT)
- ◆ Summarise thousands of rows with PivotTables, slicers and timelines
- ◆ Model "what if?" decisions with Goal Seek, Scenario Manager and Solver
- ◆ Run descriptive statistics, correlation and simple regression in Excel
- ◆ Design a clean, single-page dashboard with the right chart for each message

Inside this stage

01 The analyst mindset

02 Taming messy data

03 Formulas that work for you

04 Pivot power

05 What-if decisions

06 Stats without the fear

07 The one-page dashboard

STAGE PROJECT

High Street Footfall Report

Turn a year of shop visitor counts into a dashboard showing which days, weeks and promotions drive the most traffic.

JOB-AD KEYWORDS YOU'LL UNLOCK

Excel

PivotTables

XLOOKUP

Data cleaning

Dashboards

What-if analysis

Speaking SQL

Most company data lives in databases, and SQL is how you ask it questions. This stage takes you from your first SELECT to window functions and query patterns used in real analytics teams.

You'll learn to

- ◆ Understand tables, keys and how relational databases fit together
- ◆ Filter, sort and aggregate data with SELECT, WHERE, GROUP BY and HAVING
- ◆ Combine tables confidently with INNER, LEFT and self JOINS
- ◆ Break big problems down with subqueries and common table expressions (CTEs)
- ◆ Rank, compare and build running totals with window functions
- ◆ Create views, indexes and stored procedures, and run data-quality checks

Inside this stage

01 How databases think

02 Your first queries

03 Counting and grouping

04 Joining the dots

05 CTEs and subqueries

06 Window functions

07 Dates, text and CASE logic

08 Views, indexes and procedures

09 Data-quality checks

STAGE PROJECT

Subscription Churn Investigation

Query a membership database to find when and why customers cancel, and which groups are most at risk.

JOB-AD KEYWORDS YOU'LL UNLOCK

SQL

MySQL

Joins

CTEs

Window functions

Stored procedures

Python for Analysts

Python lets you automate the repetitive and analyse data at a scale spreadsheets can't handle. You'll also learn to use AI coding assistants responsibly, to write, explain and debug code faster.

You'll learn to

- ◆ Set up a working environment with Jupyter Notebooks and VS Code
- ◆ Write clean Python using variables, data types, loops, functions and error handling
- ◆ Load, clean, merge and reshape data with pandas
- ◆ Use NumPy for fast numeric work
- ◆ Create clear charts with Matplotlib and Seaborn
- ◆ Use ChatGPT and GitHub Copilot to speed up coding, and check what they produce

Inside this stage

01 Setting up your workspace

02 Python building blocks

03 Functions and error handling

04 Wrangling data with pandas

05 Numbers with NumPy

06 Charts that explain

07 Files, APIs and automation

08 Coding with AI assistants

STAGE PROJECT

UK Energy Bill Tracker

Clean and analyse household energy usage data to show where costs rise, and automate a monthly summary report.

JOB-AD KEYWORDS YOU'LL UNLOCK

Python

pandas

NumPy

Matplotlib

Jupyter

Automation

Statistics & Prediction with R

Statistics is what turns a chart into a confident recommendation. Using R and the tidyverse, you'll test ideas properly, measure uncertainty, and build your first predictive models.

You'll learn to

- ◆ Work in RStudio with dplyr for wrangling and ggplot2 for visuals
- ◆ Describe data with averages, spread and distributions
- ◆ Test ideas with t-tests, chi-square tests and A/B experiments
- ◆ Build and interpret linear and logistic regression models
- ◆ Group customers with k-means and hierarchical clustering
- ◆ Explain results to non-technical people in plain English

Inside this stage

01 Getting comfortable in R

02 The tidyverse toolkit

03 Describing data

04 Probability made practical

05 Testing ideas and A/B tests

06 Regression

07 Classification basics

08 Finding segments with clustering

STAGE PROJECT

Which Checkout Wins?

Analyse an online shop A/B test to decide, with evidence, whether a new checkout page really increases sales.

JOB-AD KEYWORDS YOU'LL UNLOCK

R

tidyverse

A/B testing

Regression

Clustering

Statistics

Visual Insight

Insights only matter if people understand them. You'll build interactive reports in both Power BI and Tableau, the two tools that appear most often in UK data job adverts, and learn the design rules that make dashboards easy to use.

You'll learn to

- ◆ Import and transform data with Power Query
- ◆ Build data models with relationships, hierarchies and DAX measures
- ◆ Use time intelligence to compare periods and track trends
- ◆ Create Tableau dashboards with calculated fields, parameters and LOD expressions
- ◆ Turn analysis into a story with Tableau Story Points and Power BI bookmarks
- ◆ Publish, share and refresh reports securely

Inside this stage

01 Power Query essentials

02 Modelling your data

03 DAX measures

04 Time intelligence

05 Report design rules

06 Tableau foundations

07 Calculations and LOD

08 Dashboards and stories

09 Publishing and sharing

STAGE PROJECT

Regional Sales Command Centre

Build a Power BI report that lets a sales director compare regions, products and targets in a few clicks.

JOB-AD KEYWORDS YOU'LL UNLOCK

Power BI

DAX

Power Query

Tableau

Data storytelling

Cloud Data Foundations

Modern analytics runs in the cloud. This stage introduces the core ideas behind cloud data platforms, so you can talk confidently about pipelines, lakes and warehouses in interviews and on the job.

You'll learn to

- ◆ Explain core cloud concepts and the main Azure data services
- ◆ Compare relational, non-relational, lake and warehouse storage
- ◆ Understand batch and real-time (streaming) processing
- ◆ Explore Microsoft Fabric and how it connects with Power BI
- ◆ Build a simple pipeline that moves data from source to report
- ◆ Prepare for the Azure Data Fundamentals (DP-900) exam

Inside this stage

01 Cloud in plain English

02 Azure data services tour

03 Storing data at scale

04 Batch vs streaming

05 Microsoft Fabric overview

06 Your first pipeline

STAGE PROJECT

Cloud Sales Pipeline

Move daily sales files into cloud storage, transform them and connect the result to a live Power BI dashboard.

JOB-AD KEYWORDS YOU'LL UNLOCK

Azure

Microsoft Fabric

Data pipelines

Data lakes

DP-900

Mission Control

Your capstone is where everything comes together. You'll choose an industry brief, take it from raw data to a boardroom-ready recommendation, and present it to a panel of mentors, just as you would in a real analytics team.

1

Define

Agree the business question and what success looks like

2

Collect & clean

Gather the data and fix quality issues

3

Analyse & model

Explore, test and predict with the right methods

4

Visualise

Build a dashboard decision-makers can use

5

Present

Pitch your findings to a mentor panel

Choose your brief

RETAIL

Reduce stock waste across a chain of stores

FINANCE

Spot unusual card transactions for review

HEALTH

Plan staffing around predicted patient demand

TRANSPORT

Find the causes of delays on a bus network

Your capstone becomes the centrepiece of your portfolio and the project you'll talk about most in interviews.

Go further, your way.

Optional tracks for learners who want to deepen a specialism or prepare for an industry certification.

ADD-ON TRACK A

Power BI Analyst Exam Prep

A focused track aligned to the skills measured in the Microsoft PL-300 (Power BI Data Analyst) exam, with practice questions and mock tests.

- ◆ Prepare and transform data with Power Query
- ◆ Build efficient semantic models and relationships
- ◆ Write advanced DAX, including filter context and time intelligence
- ◆ Design, publish and manage reports and workspaces
- ◆ Apply row-level security and performance tuning
- ◆ Practise with timed mock exams

ADD-ON TRACK B

AI for Analysts

Learn to use AI tools to speed up everyday analysis, while keeping your work accurate and trustworthy.

- ◆ Write clear prompts to clean, summarise and explain data
- ◆ Use Copilot features in Excel and Power BI
- ◆ Generate and debug Python and SQL with AI assistants
- ◆ Automate routine reports and commentary
- ◆ Check AI output for errors and bias
- ◆ Handle data privacy and responsible-use rules

12 projects. One standout portfolio.

Every project is based on a realistic UK business scenario using realistic or public datasets, so you finish with work that looks like the job you want.

01

High Street Footfall Report

Excel

Find which days, weeks and promotions bring the most visitors into a group of shops.

02

Small Business Cash-Flow Planner

Excel

Model income, costs and "what if?" scenarios to help a café owner plan the next 12 months.

03

Subscription Churn Investigation

SQL

Discover when and why members cancel, and which customer groups are most at risk.

04

Parcel Delivery Delays

SQL

Use joins and window functions to find the routes, depots and days behind late deliveries.

05

UK Energy Bill Tracker

Python

Clean household energy data, explain rising costs and automate a monthly summary.

06

Online Reviews Snapshot

Python + AI

Summarise thousands of customer reviews into themes and sentiment, with help from AI tools.

Projects, continued

07

Which Checkout Wins?

Statistics · R

Use an A/B test to decide whether a new checkout page really lifts sales.

08

Coffee Chain Customer Segments

R

Group loyalty-card customers into segments and suggest an offer for each one.

09

Regional Sales Command Centre

Power BI

Build an interactive report that compares regions, products and targets.

10

City Air Quality Story

Tableau

Map pollution levels across a city and tell the story behind the peaks.

11

A&E Waiting-Time Forecast

Python · ML

Use public hospital data to forecast busy periods and spot what drives long waits.

12

Cloud Sales Pipeline

Azure · Power BI

Move daily sales files into the cloud and connect them to a live dashboard.

+ CAPSTONE

Mission Control

Your end-to-end showcase project: choose a retail, finance, health or transport brief and present your recommendation to a mentor panel.

YOUR TOOLKIT

15 tools employers ask for.

You'll use each tool hands-on in projects, not just in theory, so you can list them on your CV with confidence.

 **Excel**

 **SQL**

 **MySQL**

 **Python**

 **pandas**

 **Jupyter**

 **VS Code**

 **R & RStudio**

 **Power BI**

 **Tableau**

 **Microsoft Azure**

 **Microsoft Fabric**

 **ChatGPT**

 **GitHub Copilot**

 **GitHub**

ANALYSE

Excel · SQL ·
Python · R

VISUALISE

Power BI ·
Tableau

SCALE

Azure · Fabric

ACCELERATE

ChatGPT ·
Copilot

Skills get you ready. We help you get seen.

Learning the tools is only half the journey. Our career team works with you to turn your new skills into interviews.

CV rewrite

1

A tailored, ATS-friendly CV that highlights your projects and transferable skills.

LinkedIn makeover

2

A profile that recruiters can find, with a headline, summary and featured projects.

Portfolio on GitHub

3

Your projects published professionally so employers can see your work.

Mock interviews

4

Practise technical and behavioural questions with feedback from mentors.

Job-search strategy

5

Where to look, how to apply and how to follow up, so you stop applying blind.

Ongoing guidance

6

Support from your career coach while you apply and interview.

Roles you'll be ready to apply for

Junior Data Analyst

Reporting Analyst

BI Analyst

Insights Analyst

MI Analyst

Data Quality Analyst

Business Analyst (data)

Power BI Developer (junior)

Ask about our job or money-back guarantee

Eligible learners who complete the programme and meet the participation requirements may qualify. Terms and conditions apply; ask your advisor for full details.

Proof of what you've achieved.



Career Galaxee

CERTIFICATE OF COMPLETION

Data Analyst Career Programme

This certifies that

[Learner Name]

has completed all six learning stages, twelve portfolio projects and the Mission Control capstone.

Date: __ / __ ____

Programme Director, Career Galaxee

Sample certificate for illustration

When you complete the programme you'll receive a **Career Galaxee Certificate of Completion** to add to your CV and LinkedIn profile. The add-on tracks also prepare you for industry exams such as Microsoft PL-300 and DP-900, which you can book with Microsoft separately.

ALIGNED TO

PL-300

Microsoft Power BI Data Analyst

ALIGNED TO

DP-900

Microsoft Azure Data Fundamentals

AWARDED BY

Career Galaxee

Certificate of Completion



Your data career starts with one call.

Talk to an advisor about your goals, your experience and the best route for you. It's free, and there's no obligation.

Book your FREE career call →

www.careergalaxee.com