AI-Assisted Analytics and Business Intelligence with Excel, Power BI, and Tableau

Course FAST-11 · 15 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. Prepare the data (3 hours)

- Data rules and sensitivity
- Cleaning with AI help
- Documenting transformations
- **Lab 1: Scrap log cleanup.**

Session 2. Ask and verify (3 hours)

- Plain-language questions
- Pivots and formulas to check
- Where AI analysis goes wrong
- **Lab 2: Ten questions, three verified.**

Session 3. Visualize (3 hours)

- Choosing visuals
- Fixing misleading charts
- Dashboards in Power BI or Tableau
- **Lab 3: Visual clinic and dashboard draft.**

Session 4. Explain (3 hours)

- AI-drafted narratives
- Fact-checking the story
- Writing for decision makers
- **Lab 4: Data story with fact-check.**

Session 5. Share safely and present (3 hours)

- Permissions, labels, refresh
- Capstone presentations
- **Lab 5: Permissions lab and capstone.**

Worksheets and deliverables

- W1 Transformation log
- W2 Question-and-verify log
- W3 Chart fix sheet
- W4 Data story fact-check
- W5 Sharing checklist
- Capstone dashboard and data story

Attendance and completion

- Attendance is recorded at the start and end of every session (live virtual: platform attendance log plus an instructor roll call or poll; in-person: signed sheet).
- A trainee must attend 100% of instructional hours. A missed session may be made up by attending the same session in another scheduled cohort within 30 days; the make-up is logged the same way.
- A trainee must submit every required lab deliverable and score 'Meets' on the final applied task.
- Each completion record is tied to the trainee, the employer FEIN, and the course number, and is kept for the contract retention period.
- Incomplete trainees are not reported as completions and are not billed to anyone. FAST AI pays for completions only; employers and trainees are never charged.
- Optional asynchronous pre-work (under 10% of course time) is supplemental, is not counted as instructional hours, and never substitutes for a live session.

Assessment rubric

Each criterion is scored Not yet / Meets / Strong. Completion requires Meets on every criterion for the final deliverable (resubmission allowed within the course window).

Criterion	Meets standard
Data preparation	Clean data with documented steps
Verification	AI answers checked and discrepancies resolved
Visual design	Visuals fit the question and do not mislead
Narrative	Every claim supported by the data