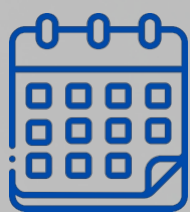


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CERTIFICATE IN BUSINESS EXCEL



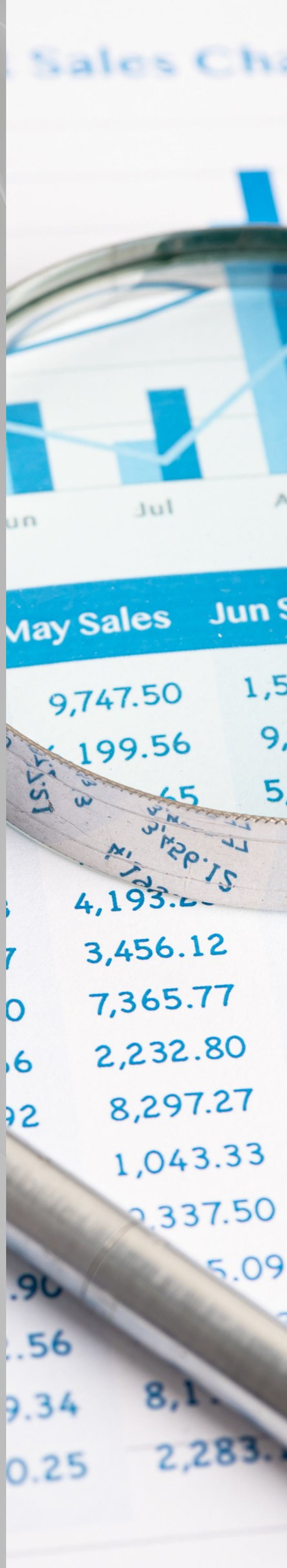
Format:
Blended learning



Date:
Coming soon



Total duration:
3 months





CERTIFICATE IN BUSINESS EXCEL

Microsoft Excel has established itself as the most widely used data analysis tool in the professional world. Mastering it not only represents a competitive advantage, but also an essential skill. An essential skill for professionals in all areas who work with information and need to transform data into strategic decisions.

This program integrates the best of basic and intermediate training in Excel, eliminating redundancies and focusing on the skills most in demand in today's job market. 70% practice, 30% theory.

At the end of the program, the student will have the information, the

The ability to manage, analyze, and present data effectively has become a critical skill. This diploma program responds to the need in the market for professionals capable of:

Optimize administrative processes through automation

Performing complex data analysis for decision-making

Create dynamic reports

Develop dynamic and executive dashboards

Manage databases

Use business databases efficiently

OUR PROGRAM OFFERS:

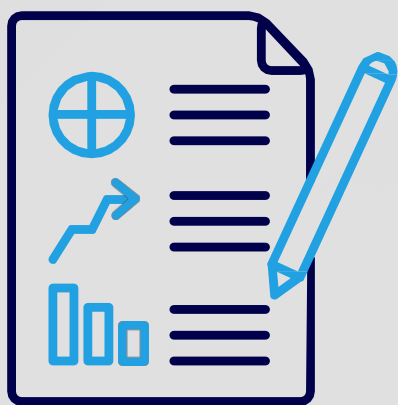
- **Practical Methodology:** The course is based on a 70% practical and 30% theoretical model, eliminating filler content to focus on the skills that companies really demand today.
- **Blended Learning Flexibility:** It uses the Blackboard and Banner platforms so that time, age, or occupation are not barriers, allowing learning to be adapted to the student's pace.
- **Management and Automation:** Focuses on optimizing administrative processes through task automation and efficient management of business databases.
- **Analysis and Reporting:** Trains you to perform complex data analysis and create dashboards and dynamic reports for strategic decision-making.
- **Progressive Development:** The content ranges from the basics and advanced management to the creation of high-level logic and statistical tools.
- **Real-World Application:** Knowledge is integrated into real business projects, ensuring that students can immediately apply what they have learned in their workplace.



KEY MODULES

• Module I: Fundamentals and Basic Data Analysis

This is the leveling and structuring stage. It focuses on mastering the Excel environment, the correct organization of cells, and the use of fundamental techniques to manage information without errors from the outset.



• Module II: Advanced Data Management

Focuses on computing power. Here you will learn complex functions (logical, search, and statistical), as well as validation and consolidation tools that allow you to manage large business databases.

• Module III: Dynamic Analysis and Professional Reporting

This is the strategic level. The focus is on information output: creating Pivot Tables, customized charts, and designing Dashboards that allow you to visualize key data for decision-making.



WHO IS IT FOR?

Administrative, financial, and HR professionals; operations professionals; business and administration university students; entrepreneurs who manage business information; analysts who need to strengthen their skills.

ACQUIRE SKILLS:

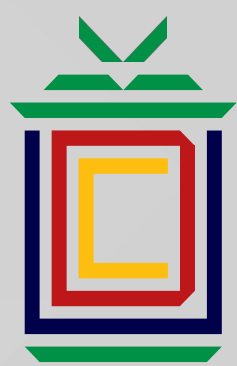
- Master the Excel environment and fundamental data management techniques.
- Apply advanced functions
 - advanced search, logic, text, and statistics
 - Implement tools for data validation and consolidation
 - Design custom Pivot Tables and Pivot Charts
 - Create reports and professional dashboards
- Develop analytical thinking and problem solving
- Apply standards of quality in information presentation
- Integrate knowledge in real business projects





CERTIFICATE IN BUSINESS EXCEL

The Diploma in Business Excel is a gateway for students, professionals, and entrepreneurs interested in optimizing information management and improving decision-making in the organizational sphere. Through a comprehensive approach, participants will acquire essential knowledge about the use of Excel as a strategic tool, covering everything from basic and intermediate functions to advanced formulas, data analysis, pivot tables, and process automation. The program develops key skills for efficiently organizing, analyzing, and presenting financial, administrative, and operational information, contributing to process optimization and increased business productivity. Thanks to blended and virtual learning modalities, the diploma course offers flexibility and access to cutting-edge educational technologies, ensuring a dynamic learning experience tailored to the needs of each participant. This diploma course not only strengthens technical and professional skills, but also boosts the ability to excel in a business environment increasingly focused on efficiency and the strategic use of information.



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**FOR
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INFORMATION,
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Our team is ready to guide you!