Edison College Canada
SINCE 1973
LEARN TODAY, LEAD TOMORROW

Information Kit

Data Analyst

Diploma

56 Weeks Program

Program Duration:
Theory: 56 weeks / 1120 hours

Delivery Methods:
In-Class/Distance

Campus Location:
Victoria, BC

Program Description

Embark on a transformative journey into the world of data with our comprehensive Data Analyst Diploma program. This hands-on, industry-focused diploma equips you with the essential skills and knowledge needed to excel in the fast-paced field of data analysis.
Unlock the power of data with our comprehensive Data Analyst Program, designed to equip you with the skills and tools today's businesses demand. Build a strong foundation in data analysis through hands-on courses in data collection, cleaning, and preprocessing, and master advanced visualization tools like Tableau, Power BI, and Excel to communicate insights effectively.
You will gain expertise in data analyst courses like data manipulation, statistical analysis, and data visualization, preparing you for a successful career in data-driven decision-making.

Career Opportunities

- Data Analyst.
- Business Analyst.
- Data Visualization Specialist.
- Reporting Analyst.
- Digital Marketing Analyst.
- Market Research Analyst.
- Financial Analyst.

Estimated Salary

Data Analyst

$85,000

AVERAGE ESTIMATED
EXPERIENCED WAGE PER YEAR

*This estimate is based on available employment data at the time. Actual salary will be based on numerous factors.
Source: Job Bank

Admission Requirements

- High school graduate or equivalent OR mature student status (19 years or older before starting the program).
Meet one of the following English language proficiencies.
Requirements:
Minimum Grade 10 English plus a minimum of three years of full-time secondary education (Grades 8–12) completed in English in a country where English is one of the principal languages of instruction.
Overall minimum IELTS (Academic) score of 5.5, overall minimum TOEFL score of 46 (only TOEFL iBT is accepted), overall minimum CAEL score of 40, overall minimum CELPIP score of listening 6, reading 5, and writing 5, and overall minimum Duolingo English Test (DET) score of 95.
The Accuplacer assessment may be accepted only under the following conditions:
English is the program's language of instruction, and
The applicant is a mature domestic student facing a barrier, and the applicant cannot access their educational records or cannot provide sufficient evidence of secondary or post-secondary education.
The applicant provides a signed self-declaration.
Minimum overall reading of 230 and writing of 230, and WritePlacer: 4.
Successful completion of grade 11 or grade 12 mathematics (or equivalent), with a minimum grade of 60%.

Courses

Business Communication for Data Analysts (40 Hours)
Students who complete this course will have the information and skills necessary to interact with others in the workplace effectively and professionally. The use of technology to improve corporate communication will also be covered. Students will learn the fundamentals of speaking, writing, and giving formal presentations.

Capstone Career Prep (40 Hours)
Students work with a professional career counsellor to develop and optimize a professional resume to put forward for employers. Additional support in job searching, interview techniques, and other career transition skills is offered to ensure students have the best possible work prospects.

Dashboards Design & Development (80 Hours)
Students will learn how to design and create dashboards. Students will develop the skills to create dashboards that best suit organizational and reporting requirements, develop effective data dashboards, and use dashboard technology effectively. Through efficient dashboard representations, students will have the abilities to support data analytics.

Data Analyst: The Capstone Project (80 Hours)
This Capstone Project course is the culmination of the Data Analyst Diploma program, designed to give students an opportunity to apply their knowledge and skills in a real-world scenario. The course is divided into 6 modules, each focusing on a critical phase of the data analysis process—from problem identification to data cleaning, analysis, and presentation. By the end of the course, students will have developed a comprehensive data analysis project, demonstrating their ability to solve complex business problems using data.

Data Acquisition (100 Hours)
This course will develop the foundation on the process of data acquisition and storage. Students will be introduced to the processes of data collection, integration, storage, cleaning, de-duping and data security. They will also learn the concept of ethical collection, storage, and use of data.

Database Design (100 Hours)
This course will teach the skills to design & develop databases. Students will learn common models & structures and how to use them to design databases. They will learn different elements of databases and how to develop schema using those elements. Students will also learn different database structures, which can be used for Business Analytics/Business Intelligence.

Data Governance and Organization Structure (40 Hours)
This course explains the structure & role of data governance within an organization. Students will learn about data governance, the data governance board, board responsibilities, how the board looks at data as an important asset of the organization, how the board provides guidance & setup policies/procedures for the acquisition, storage, manipulation, cleansing, and quality of the data, and eventually how the business reports/decisions are made.

Data Manipulation (100 Hours)
Students will learn the basics of data manipulation in this course. Students will learn scripting languages like Python and SQL as well as how to modify data in Excel. Students will have a thorough understanding of technology and methods used in data manipulation.

Data Visualization (80 Hours)
In this course, students will learn about various methods and approaches for data visualization. Students will build the ability to create data representations that efficiently meet organizational and reporting goals. They will also learn how to use data visualization technology effectively. Students will have the ability to assist data analytics through powerful storytelling and visualization.

Introduction to Business Analytics (100 Hours)
This course will teach students the concept of Business Analytics/Business Intelligence (BI) and how this serves as a foundation for the data analysis profession. Students will learn how Business Analytics/Business Intelligence (BI) is used in different industries like healthcare, banking, education, and government. They will also learn different technologies used in this profession and will develop the skills to make intelligent decisions based on data analytics.

Introduction to Data Analytics (40 Hours)
This course presents a brief introduction into the concepts of data analysis, the role of a Data Analyst in organizations, and the tools that are used to perform daily functions. Foundational knowledge in machine learning and artificial intelligence, including Deep Learning and Large Language Models (LLM) will be covered so students will develop a holistic understanding of the data environment and the fundamentals of data analysis. Students will learn the different skills required to become successful data analysts and develop a broad understanding of the profession.

Microsoft Office 365 (80 Hours)
Students will learn how to carry out tasks that are common to all Microsoft Windows apps in this course. The ability to build and alter Word, Excel, or PowerPoint programs; change how toolbars and other on-screen features are displayed; getting online help; and conducting file management, editing, formatting, and printing tasks typical of most Windows applications are all elements.

Presentation Skills for Data Analysts (20 Hours)
Students learn the techniques for creating powerful written and oral presentations in this course. The essential elements of creating compelling reports and presentations will be covered with the students. A range of technologies that can be utilized to support these tasks will be introduced to them. Students will acquire the basic abilities needed to share data insights with important audiences and stakeholders.

Project Management for Data Analysts (80 Hours)
The Project Management Institute's Body of Knowledge, which defines the key knowledge areas of project management, is introduced to students in this course. The use of reporting tools and methodologies for descriptive and predictive analytics will be stressed in class.

Statistical Methods & Models (80 Hours)
Students who take this course will leave with a solid foundation in probability and statistics as they apply to data analytics. Students will improve their knowledge of descriptive and inferential statistics, sampling and probability, and statistical thinking. Students will learn how to apply statistical reasoning and inference to sets of data and compare the pros and cons of statistical and machine learning models.

Tableau for Data Visualization (60 Hours)
Students will be introduced to Tableau basics, such as its features and dashboards, through this course. A comprehensive knowledge of dashboards will be provided to accelerate business performance with Tableau dashboards. Students will be taught advanced analytics and visualizations along with the processes to connect Tableau to different data sources and prepare data for better analysis.

Student Support Award

$4,000

Note:

Effective October 2026, the Student Support Award is applied toward program tuition fees. Following each disbursement, the applicable portion of the Award will be provided to the student within 6–8 weeks, provided the student meets the required attendance and academic performance conditions.

To remain eligible, students must successfully complete all required courses and the practicum, graduate from the program, and have no outstanding tuition balance.

Students who withdraw, are terminated, or fail the program will not be eligible for the Award and must repay to the College any Award amount that is required to be returned. If not repaid, the amount may be sent to collections, where applicable.

Full Name _____ **Date** _____

Signature _____

Edison College Canada
SINCE 1973
LEARN TODAY, LEAD TOMORROW

Copyright © 2026
All rights reserved. This document or any portion thereof may not be reproduced or used in any manner whatsoever without the express written permission of Edison College.

Edison College Canada
3318 Oak Street
Victoria, BC, V8X 1R1
www.edisoncollege.ca