Week 1		
Activity	**Focus/Topics**	**Hours per Week**
AI Tutoring (Bard, ChatGPT)	Introduction to Data Analysis, Basic Statistics, and Data Cleaning.	8
Service Learning at Nonprofits	Familiarization with nonprofit data sources and understanding their specific data needs.	4
Coursework (videos & remote)	2021 Microsoft Excel from A-Z: Beginner to Expert Course (Flash Drive)	5
Networking (online meetups & webinars)	Introduction to the Data Analyst community, attending beginner-focused sessions.	2
Self-Study & Practice	Exploring datasets, basic data cleaning, and visualization exercises.	1
	TOTAL HOURS:	20
Week 2		
Activity	**Focus/Topics**	**Hours per Week**
AI Tutoring (Bard, ChatGPT)	Basic Statistics	8
Service Learning at Nonprofits	Understanding nonprofit data needs	4
Coursework (videos & remote)	2021 Microsoft Excel from A-Z: Beginner to Expert Course (Flash Drive)	5
Networking (online meetups & webinars)	Attending beginner-focused sessions	2
Self-Study & Practice	Data cleaning exercises	1
	TOTAL HOURS:	20
Week 3		
Activity	**Focus/Topics**	**Hours per Week**
AI Tutoring (Bard, ChatGPT)	Data Cleaning Techniques	8
Service Learning at Nonprofits	Deepening understanding of nonprofit data challenges	4
Coursework (videos & remote)	SQL for Absolute Beginners (Flash Drive)	5
Networking (online meetups & webinars)	Engaging with peers, sharing early learnings	2
Self-Study & Practice	Hands-on data visualization exercises	1
	TOTAL HOURS:	20
Week 4		
Activity	**Focus/Topics**	**Hours per Week**
AI Tutoring (Bard, ChatGPT)	Exploratory Data Analysis (EDA) Techniques	8
Service Learning at Nonprofits	Applying data cleaning to real nonprofit datasets	4
Coursework (videos & remote)	Advanced Excel functions and pivot tables	5
Networking (online meetups & webinars)	Attending sessions on best practices in EDA	2
Self-Study & Practice	Practicing EDA on sample datasets	1
	TOTAL HOURS:	20