

AI Business Analytics

4–5 months

Online

Part-time

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What is AI Business Analytics?

AI Business Analytics is a 4–5 month online program for office professionals with 2+ years in one business function who already work with numbers and turn them into conclusions: financial analysts, accountants, AR and AP specialists, owners of recurring reports.

It takes that experience, adds the AI and data skills that job postings for AI Business Analyst roles ask for, and proves them on four projects in a virtual company environment built on real business cases. You study 10–12 hours a week without quitting your job. The program is built from real job postings: the AI and data skills they ask for are what the program adds. What counts in these roles is pulling the data yourself, checking it, and bringing a decision to the person who asked.

What you'll learn

- You start with how models and agents actually work and where AI pays off in a business process.
- You learn to set tasks for AI and give it the right context, build automations and agents without code, connect them to the systems a company runs on, and check what AI produces before anyone relies on it. You learn to count the economics of a solution and write the rules it runs under.
- In the second half you learn what an AI Business Analyst does: find out what the business actually needs and write it down as requirements, pull the data with SQL and check it against a control calculation, write analysis code in Python with an AI assistant and read what it wrote, build a scheduled pipeline, and build the dashboard that answers the manager's question and shows the effect of the solution.

Learn to take a business question to a dashboard, with AI in the loop

From the first week you work as an AI Business Analyst in a virtual company, assigned to the department closest to your own experience: operations, customer support, sales, marketing or finance. The role is the same for everyone in the program; the department you start in and the reports you work on are yours. The environment is built for the program; the cases, data, systems and approvals in it come from real business practice: 18 months of operational records, process documents, system sandboxes, and the stakeholders you have to convince.

Four projects, each a standalone case

Each has its own artifact and its own before-and-after number. You start with your own department, and project 4 always takes the work to a second team. Together they add up to the capstone you defend at the end in front of a practitioner and a manager who hires for similar roles.

1

Where the team loses time

2

The first AI agent

3

Data and a dashboard

4

An AI analyst for another team



Lessons are not tied to one tool. You work in the Microsoft stack and can pick another tool for your project if you can justify the choice; the work is graded by the same criteria.

Program structure

21 weeks

Week 0 is the entry assessment. Weeks 1–9 are the shared core, the same for all programs: seven modules on how AI works, how to build with it and how to judge it. Weeks 10–18 are the program part: three modules on data, dashboards and data for AI, and in weeks 17 and 18 you bring the projects together and pre-defend them. Weeks 19 and 20 are the capstone defense. The time is split evenly between the core and the program part.

5 sprints

A sprint is one stage of your capstone and ends with a checkpoint on your project. The modules inside a sprint give the lessons, with hands-on labs on training tasks, that the stage needs.

10–12 h/week

We recommend 10–12 hours a week. You can pause the program once for up to 4 weeks. If your entry assessment shows a gap in statistics, a bridge module (descriptive statistics, comparing periods and segments, hypotheses, A/B tests, correlation and cause) is included within the 10–12 hours a week.

Certification

After the defense you receive a certificate that lists the role requirements you closed and links to your final project page with its measured results.

Entry assessment

Sprint 0

Where
your experience
already counts

Before the first module you take an assessment against the requirements of real AI Business Analyst postings: what your experience already covers, what the program adds, and what is left to close. The result sets your pace and the support you get; the path is the same for everyone. You also choose the department you start in and the process you will work on, and receive your case brief at the end of the week.

Project kickoff: Project 1 starts in week 1.

Sprint 1 · Weeks 1–3

How AI works and where it pays off

Module C1

How models
and agents work

This sprint lays the foundation. You learn how large language models produce an answer, how models differ and how to pick one for a task, and what turns a model into an agent: tools, skills, connectors, MCP, subagents. You learn where models get it wrong or biased and which data must never be uploaded.

By the end you can choose a model and a toolset for a task and name the data that stays out of it.

Microsoft 365 Copilot

Azure AI Foundry

Copilot Studio

ChatGPT

Claude

Gemini

Module C2

Finding the opportunity: baseline and priorities

Where AI gives an effect in a business process and where it does not. You collect candidate processes, interview the process owner, map the process as is, fix the baseline before any change (time, money, errors), compare the options (drop the work, simplify it, plain automation, AI, buy ready-made) and rank them by effect, difficulty and risk.

By the end you have a first business case for the process you chose.

Excel

Microsoft Forms

Visio

Microsoft Whiteboard

Project 1

Where the team loses time

You get 18 months of your department's data and notes on how the team's day goes. You map where the time goes and, for each spot, weigh the options: an AI agent, a simple automation without AI, a ready-made tool, or removing the step. You choose what to automate first and how. Result: a report on where the time goes, what the options are and where to start.

📌 Checkpoint 1: business case and baseline

Building and evaluating an AI solution

Module C3

Setting tasks for AI and working with context

You turn a work task into a brief for AI: what is needed, for whom, in what format, how to tell the result is good. You choose the context, documents, data and examples, and what to keep out. You get structured output, build a knowledge base without code, brief an agent (goal, steps, tools, where it stops and asks a person) and rework the brief until the result is stable across different inputs.

By the end you have a first version of an assistant for your process and a set of test inputs.

- Microsoft 365 Copilot
- SharePoint
- Copilot Studio

Module C4

Automations and agents without code

You break the process into steps and decide what AI does, what a plain rule does and what a person does. You build an automation with an AI step: trigger, steps, conditions, a human check. You build an agent with tools and set what it may do, what data it sees and where it hands the work back to a person. You learn when robotic process automation is the right answer and when integration is, and how to debug from run logs.

By the end you have a prototype of your solution.

- Power Automate
- Copilot Studio

Module C5

Connecting systems: APIs, webhooks, MCP

How systems talk to each other: API requests and keys, webhooks and HTTP steps, custom connectors, and MCP to connect an agent to a working system. Where code is unavoidable, you write a simple script with an AI assistant.

You finish with an action plan for your solution.

Power Automate

Copilot Studio

Azure AI Foundry

Module C6

Checking AI output and evaluating agents

You build a test set from real cases: ordinary, edge and critical, with reference answers. You set quality criteria and the price of an error, find the typical failures (invented facts, wrong calculations, an agent doing too much), use a model as a judge where it helps and a person where it must, compare versions so that a fix does not break what worked, and set up guardrails, acceptance testing and monitoring after launch.

By the end you have an evaluation report with a version comparison and one failure analyzed in full.

Copilot Studio

Azure AI Foundry

Excel

Module C7

Rules for working with AI, risk and the economics of a solution

The risks of your use case: data, compliance, model errors, reputation. Which data may go into which tool, who needs which access, and how to check it in practice. Rules built into the solution itself: limits for the agent, a human check, an action log. What regulation requires (GDPR, HIPAA, SOX, the EU AI Act, NIST AI RMF). The full cost of the solution: licenses, model calls, people's time on checking, support. Build or buy, and how to assess a vendor. The business case and the plan to measure the effect after launch.

By the end you can defend an action plan: rules, risks, total cost, go or no-go.

Excel

Copilot Studio

Power Automate

Project 2

The first AI agent

You build an AI agent that automates one of the team's processes: for example, it reads a new request, sorts it and drafts a reply. You run 200 past records through it and check the result against what really happened, work out what it costs and how many hours it saves the team, and defend the plan to the head of the department, played by a mentor. Result: a working agent, a report on how often it gets it right, and a payback estimate.

📌 Checkpoint 2: defense of the plan

Data and a dashboard

The core taught you to build and judge a solution; the program part teaches the data work the role is hired for: from the business question to the dashboard, and data that AI reads correctly.

Module B1

Requirements and data in SQL

You find out what the business actually needs: interviews and workshops, the right questions. You describe the process as is and to be and find the place for AI in it. You turn the need into requirements: user stories, acceptance criteria, what AI does and what a person does, a backlog. You write SQL together with AI (filters, joins, grouping), check data quality and reconcile the result against a control calculation.

Word

Microsoft 365 Copilot

Databricks

Azure DevOps Boards

Module B2

BI dashboards and the effect of the solution

You build a dashboard for a manager's question: which metrics, which filters, which chart. You build the data model behind it, build it with AI and decide where AI inside the BI tool and dashboards inside chat assistants replace classic BI and where they do not, reconcile the numbers against SQL, set up automatic refresh, and build the dashboard that shows the effect of the AI solution, accepted against criteria and user acceptance testing.

Power BI

Tableau

Project 3

Data and a dashboard

You write down what the head of the department needs to see every week and which questions the numbers must answer. You pull the history with SQL, set up automatic refresh and build the dashboard. You add checks that catch errors, including AI's, before anyone sees the numbers. Result: a live dashboard the team trusts, and the hours it saves on reporting.

📌 Checkpoint 3: the live dashboard

An AI analyst for another team

Module B3

Python, pipelines and data for AI

The path of data in a company: source, warehouse, transformation, report or AI. You find the tables in a cloud warehouse and how they relate, analyze data in Python with an AI assistant and tell a code error from a data error, pull data from a system through an API and build a scheduled pipeline, check quality inside the pipeline (gaps, duplicates, freshness), and prepare data for AI: field and metric descriptions, a knowledge base.

- Azure AI Foundry
- Python
- pandas
- VS Code
- Jupyter
- GitHub
- GitHub Copilot
- Databricks

Project 4

An AI analyst for another team

People keep asking the analyst for quick numbers; here you make the data ready for AI so they can ask it directly. You describe every field and metric so AI reads the data correctly, build an AI agent that answers another team’s questions, such as “Why did my unit go over budget this month?,” and test it on a set of real questions, checking every answer. Result: an AI analyst people can ask directly, a metric dictionary, and a report on how often it’s right.

📌 Checkpoint 4: pre-defense with a working demo, weeks 17–18

Capstone defense

Defense

A new way
the company works
with its key numbers

You bring the four projects together into one case: data that refreshes itself, key numbers leadership trusts, and an AI analyst people ask instead of waiting for a report, shown live in two teams. Projects 1–4 are the proof that the approach works.

Passing earns the certificate with the list of closed role requirements and a link to your project page.

30 minutes online, in front of a practitioner from your field and a manager who hires for similar roles

10 min

Presentation and demo

15 min

Questions and objections from the seats of security, the CFO and the team lead

5 min

Feedback

They ask what a real stakeholder asks: where each number on the dashboard comes from and whether you can trace it to the source document, what happens when AI writes a wrong explanation and it reaches leadership, what this costs against the manual process, why not use the AI built into the accounting system, how the model handles seasonality.

Prepare for your target role before, during, and after the program

Before the program

- ✓ Your target role with its salary range from real postings, which parts of your experience already count, and a target list of 10–15 openings paying no less than you earn today

During the program

- ✓ After every project: raw material for your résumé and LinkedIn, the artifact and the number
- ✓ Your match with target openings, recalculated as modules close requirements
- ✓ Group review by function with people from similar roles, and a peer pair through the program

After the defense

- ✓ A résumé built from the four projects, with numbers
- ✓ Applications to specific openings through our platform
- ✓ AI interview practice for each opening
- ✓ A live mock interview with a coach before a real interview
- ✓ Offer negotiation preparation

Target role on exit: AI Business Analyst

Other titles in postings:

Operations Analyst

Business Analyst

Reporting or BI Specialist

Active job search

For 6 months after graduation you keep the career support and access to the program materials, including those updated to new job posting requirements.



Guidance from the career team on your target openings



Applications, networking and interviews managed through our platform



AI interview practice for every opening you apply to



Live career workshops



A live mock interview with a coach when you land an interview

Move into a role AI won't replace, without starting from scratch

4-5 months

Online

Part-time

[Book a call to talk to a career mentor](#)