

EXCEL  
& SQL



**MICROSOFT**  
CERTIFICATION



**POWER BI**

**MAX**

MAX TECHNICAL TRAINING  MAX SOLUTIONS

DATA  
DRIVEN  
**M**

**DATA ANALYTICS** | Power BI

● MICROSOFT EXCEL

● SQL FUNDAMENTALS

● CAREER TRAINING

● DATA ANALYSIS PRACTITIONER

**WF**  
WORKFORCE

The Data Analytics with Power BI Program is designed for any business professional to build the skills needed to gain the knowledge needed to enter the IT field as a Data Analyst working with the Microsoft Power BI tools set. This program will prepare the candidate for their Microsoft Office Specialist MOS Certification.



**MAXTRAIN.COM**  
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## **PROGRAM CERTIFICATION**

Microsoft Data Analyst Certification

### **MICROSOFT EXCEL ONE - FOUNDATIONS**

In this course you will learn how to create spreadsheets and workbooks that you can use to store, manipulate, and share your data.

### **MICROSOFT EXCEL TWO - ANALYZING AND PRESENTING DATA**

In this course you will get hands on experience with guided labs on how to organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

### **MICROSOFT EXCEL THREE - ADVANCED FUNCTIONS AND DATA FORECASTING**

In this course you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.

### **FUNDAMENTALS OF SQL**

Many organizations use databases to store their most critical information: the information that manages their day-to-day operations. After the data is stored in databases, however, it is useless unless you can retrieve it for further business analysis.

### **MICROSOFT POWER BI: DATA ANALYSIS PRACTITIONER**

As technology progresses and becomes more interwoven with our businesses and lives, more data is collected about business and personal activities. This era of "big data" has exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantage.

### **CAREER SERVICES**

MAX provides career coaching and training to help student prepare for the job search process. These are the career services provided:

- Resume, references, cover letter workshop and built in lab.
- Interview tactics and tools.
- Effective job search.
- Weekly group coaching/Accountability.
- One-on-one coaching.

## **EMOTIONAL INTELLIGENCE WORKSHOP**

In this class the student will learn:

- The difference between IQ, EQ and personality.
- The tangible, hard, financial benefits of having high Emotional Intelligence (EQ).
- How brain function and chemistry impacts your EQ skills.
- Real world, practical, day to day, applications of Emotional Intelligence.
- Advanced emotional observation skills like MicroExpressions and Advanced Listening.
- Practical tips, techniques, resources and tools for improving your own EQ skills.

## **STRENGTHS FINDERS WORKSHOP**

Using the Gallup Strengths online assessment, each participant will complete the evaluation to identify their top 5 natural strengths. Once strengths are discovered, explained and validated by interactive exercises attendees will know how to leverage their natural strengths to contribute to the success of the organization's team.

## **POTENTIAL POSITIONS**

- Data Analyst
- Data Visualization Specialist
- Junior Data Analyst
- Power BI Analyst