

SPRINT MILESTONE

TRAINING BROCHURE

2026

Elevate Your Market Value and Enhance Your Earning Power

- Instructor-curated lessons
- Up-to-date syllabuses
- Officially certified trainers



**SPRINT
MILESTONE**

ABOUT OUR COURSES

Up Your Game with Sprint Milestone

Our courses provide you with the **latest syllabuses** and **straight-from-the-source content** by industry-leading software companies.



Project-driven courses with emphasis on **practical applications** help equip you with problem solving capabilities and industry-specific skills.



Our **up-to-date, trend-catching courses** arm you with the digital skills necessary to **stand out** from among your peers.



Fast-track your career progression across all industries by equipping yourself with skills in demand to **future-proof** yourself.



Standard **HRDCorp subsidization** is also available for a selected number of courses.



Region	Recovered
Total	3
Hubei China	54,278 recovered
Iran	2,959 recovered
	266 recovered
Guangdong China	recovered
Henan China	50 recovered
Zhejiang China	1,211 recovered
Hunan China	1,014 recovered
Hubei China	284 recovered
Shandong China	recovered
Shandong China	recovered
Jiangsu China	631 recovered
Chongqing China	570 recovered
Spain	517 recovered
Hubei China	15 recovered

WHY LEARN WITH US?

Capitalize on the growing demand for Big Data Analytics in Malaysia and global trends



The World Economic Forum estimates that data-driven applications could potentially contribute up to USD13 trillion to the global economy by the year 2030



Courses are taught by certified and experienced industry professionals specialized in the courses' softwares



Grow your market value by becoming a talent desired by more than 80% of Malaysian employers*



Availability of courses in both online and in-person modes allow flexibility on the part of the learner



KNOW YOUR PROSPECTS

Monthly salary estimates of data-related jobs in Malaysia

		Job Title		
Experience Level	Experience (In Years)	Data Analyst	Business Intelligence Analyst	Data Engineer
Entry Level	0-1 years	RM3K - RM5K	RM3K - RM4K	RM3K - RM6K
Junior Executive	1-3 years	RM3.75K - RM6K	RM3.75K - RM6K	RM4K - RM7K
Senior Executive	4-6 years	RM5K - RM10K	RM6K - RM10K	MYR5K - MYR15K
Manager	7 years and above	RM6K - RM17K	RM5K - RM17K	RM6K - RM25K

Disclaimers:

- Salaries shown are subject to a person's credentials and experience.
- The data above was obtained from several sources, including: Hays, Randstad, Payscale.

COURSE TYPES

Whether you want a dynamic group experience or a customized, organization-focused session, we've got you covered!



PUBLIC COURSES

Join a diverse learning experience with participants from around the world, exploring different use cases and expanding your knowledge.

PRIVATE COURSES

Tailored exclusively for your organization, our private classes focus on your unique use cases, ensuring a comfortable and targeted training experience.

Tableau Private Class

Max 15 pax/class

HRDCorp Tableau Private Class

Max 10 pax/class



WHAT WE OFFER

Our cutting-edge learning and development solutions and programs to help bridge skill gaps

TABLEAU COURSES (PUBLIC & PRIVATE)

- [Tableau Desktop I: Fundamentals](#)
- [Tableau Desktop II: Intermediate](#)
- [Tableau Desktop III: Advanced](#)
- [Tableau Site Administration](#)
- [Tableau Prep I](#)
- [Tableau Visual Analytics](#)
- [Tableau Server Administration](#)

- [Tableau Desktop Training \(Basic\)](#)
- [Tableau Desktop Training \(Intermediate\)](#)
- [Tableau Desktop Training \(Advanced\)](#)

AI COURSES

- [AI for Executives](#)
- [Prompting AI for Business](#)
- [Design Thinking with AI](#)



NAVICAT COURSES (PUBLIC & PRIVATE)

- [Navicat Premium \(MySQL\)](#)
- [Navicat Premium \(MongoDB\)](#)
- [Navicat Premium \(PostgreSQL\)](#)
- [Navicat Premium \(SQLite\)](#)

INHOUSE CUSTOM TRAINING

- Custom Tableau Training Workshop
- Custom Snowflake Training Workshop

Apr

UPCOMING TABLEAU CLASSES - 2026

Here's a sneak peek of our Tableau Desktop classes scheduled for the year 2026 (Jan - Mar)

**12-13
Jan**

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**19-20
Jan**

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**22-23
Jan**

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**26-27
Jan**

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**9-10
Feb**

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**11-12
Feb**

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**23-24
Feb**

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**26-27
Feb**

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**9-10
Mar**

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**16-17
Mar**

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**26-27
Mar**

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**30-31
Mar**

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

INTERESTED?

Follow the link to our registration page!

<https://forms.office.com/r/MLsEnEDBzv>

UPCOMING TABLEAU CLASSES - 2026

Here's a sneak peek of our Tableau Desktop classes scheduled for the year 2026 (Apr - Jun)

**6-7
Apr**

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**18-19
May**

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**13-14
Apr**

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**20-21
May**

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**20-21
Apr**

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**8-9
Jun**

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**27-28
Apr**

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**15-16
Jun**

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**11-12
May**

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**22-23
Jun**

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**14-15
May**

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

**29-30
Jun**

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

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UPCOMING TABLEAU CLASSES - 2026

Here's a sneak peek of our Tableau Desktop classes scheduled for the year 2026 (Jul - Sep)

6-7
Jul

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

17-18
Aug

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

13-14
Jul

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

20-21
Aug

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

20-21
Jul

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

7-8
Sep

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

27-28
Jul

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

14-15
Sep

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

3-4
Aug

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

21-22
Sep

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

10-11
Aug

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

28-29
Sep

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 6,000 (HRD Corp Claimable)

INTERESTED?

Follow the link to our registration page!

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UPCOMING TABLEAU CLASSES - 2026

Here's a sneak peek of our Tableau Desktop classes scheduled for the year 2026 (Oct - Dec)

5-6
Oct

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

23-24
Nov

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

12-13
Oct

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

26-27
Nov

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 6,000 (HRD Corp Claimable)

19-20
Oct

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

7-8
Dec

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

26-27
Oct

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 6,000 (HRD Corp Claimable)

14-15
Dec

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

10-11
Nov

Tableau Prep Builder

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

17-18
Dec

Tableau Desktop Training (Intermediate)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

16-17
Nov

Tableau Desktop Training (Basic)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 4,000 (HRD Corp Claimable)

21-22
Dec

Tableau Desktop Training (Advanced)

Mode of Training: Online via Microsoft Teams
Duration: 2 days (9:00AM - 5:00PM)
Course Fee: MYR 6,000 (HRD Corp Claimable)

INTERESTED?

Follow the link to our registration page!

<https://forms.office.com/r/MLsEnEDBzv>

PUBLIC NAVICAT COURSES

Course Name	Brief Description	Course Duration	Price (MYR)
Navicat Premium (MySQL)	Jump start your company's database management operations with a range of introductory courses to Navicat Premium. Select the course relevant to your management system and learn to make use of Navicat's simplistic and intuitive user interface to construct and run queries, manage data, and automate tasks among other functions.	0.5 days	1000 /person
Navicat Premium (MongoDB)			
Navicat Premium (PostgreSQL)			
Navicat Premium (SQLite)			

PRIVATE NAVICAT COURSES

Course Name	Brief Description	Course Duration	Price (MYR)
Navicat Premium (MySQL)	Jump start your company's database management operations with a range of introductory courses to Navicat Premium. Select the course relevant to your management system and learn to make use of Navicat's simplistic and intuitive user interface to construct and run queries, manage data, and automate tasks among other functions.	0.5 days	1000 /person
Navicat Premium (MongoDB)			
Navicat Premium (PostgreSQL)			
Navicat Premium (SQLite)			

PUBLIC TABLEAU COURSES

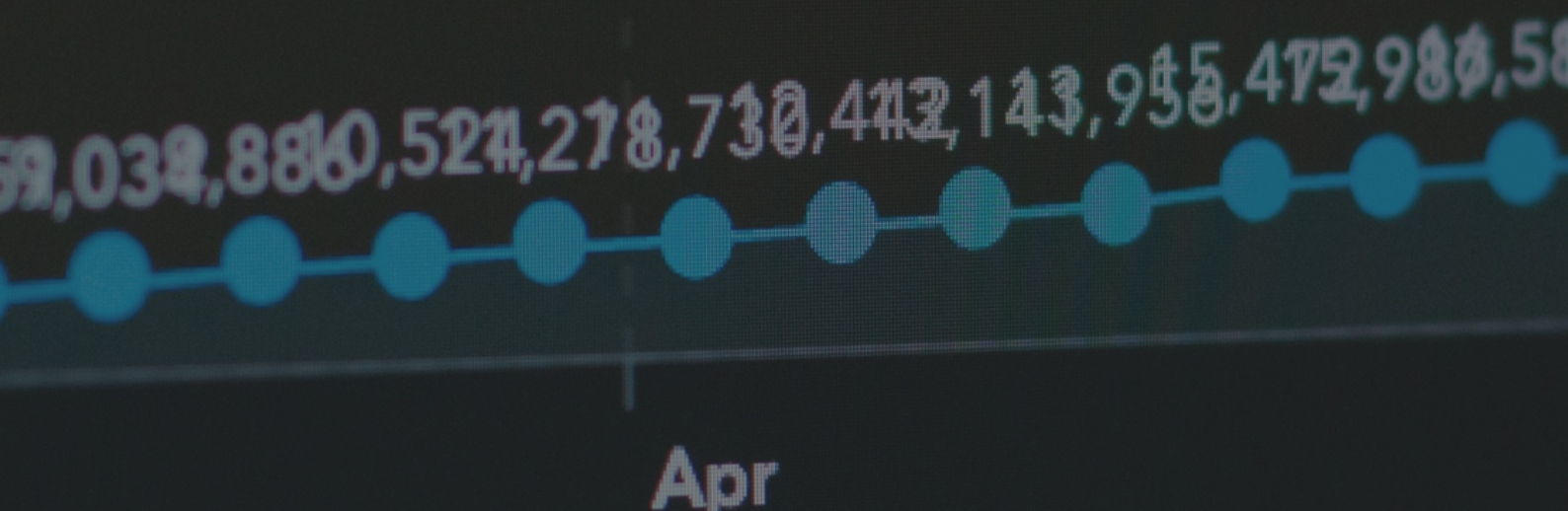
Course Name	Brief Description	Course Duration	Price (USD)
<u>Tableau Desktop I: Fundamentals</u>	For Tableau beginners and anyone who works with data, regardless of technical or analytical background.	2 days	1,800
<u>Tableau Desktop II: Intermediate</u>	Proficient Tableau users who want to acquire more advanced skills can take this course. Completion of the Fundamentals course is highly recommended.		
<u>Tableau Desktop III: Advanced</u>	The ultimate course for Tableau users who have completed the Fundamentals and Intermediate courses.		
<u>Tableau Site Administration</u>	New administrators responsible for managing, maintaining, and monitoring a Tableau site will find this course useful.		
<u>Tableau Prep I</u>	Ideal for people managing data using Tableau Prep Builder. Students should have at least three months of experience creating calculations in Tableau.		
<u>Tableau Visual Analytics</u>	For experienced Tableau users responsible for visualizing data with Tableau. Students should have a solid understanding of Tableau Desktop. This course exclusively covers how to visualize data with Tableau and does not instruct students how to use Tableau. To learn Tableau Desktop, we recommend the Fundamentals and Intermediate courses.		
<u>Tableau Server Administration</u>	This course is for Tableau Server administrators responsible for installing and configuring Tableau Server, in addition to site implementation, management, or monitoring.		

PRIVATE TABLEAU COURSES

Course Name	Brief Description	Course Duration	Price (USD)	
<u>Tableau Desktop I: Fundamentals</u>	For Tableau beginners and anyone who works with data, regardless of technical or analytical background.	2 days		
<u>Tableau Desktop II: Intermediate</u>	Proficient Tableau users who want to acquire more advanced skills can take this course. Prior completion of the Fundamentals course is highly recommended.			
<u>Tableau Desktop III: Advanced</u>	The ultimate course for Tableau users who have completed the Fundamentals and Intermediate courses.			
<u>Tableau Site Administration</u>	New administrators responsible for managing, maintaining, and monitoring a Tableau site will find this course useful.			8,000
<u>Tableau Prep I</u>	Ideal for people managing data using Tableau Prep Builder. Students should have at least three months of experience creating calculations in Tableau.			
<u>Tableau Visual Analytics</u>	For experienced Tableau users responsible for visualizing data with Tableau. Students should have a solid understanding of Tableau Desktop. This course exclusively covers how to visualize data with Tableau and does not instruct students how to use Tableau. To learn Tableau Desktop, we recommend the Fundamentals and Intermediate courses.			
<u>Tableau Server Administration</u>	This course is for Tableau Server administrators responsible for installing and configuring Tableau Server, in addition to site implementation, management, or monitoring.		12,000	

HRDCORP TABLEAU COURSES

	Course Name	Brief Description	Course Duration	Price (MYR)
Public	<u>Tableau Desktop Training (Basic)</u>	For Tableau beginners and anyone who works with data, regardless of technical or analytical background.	2 days	2,000
	<u>Tableau Desktop Training (Intermediate)</u>	Proficient Tableau users who want to acquire more advanced skills can take this course. Prior completion of the Basic course is highly recommended.		
	<u>Tableau Desktop Training (Advanced)</u>	The ultimate course for Tableau users who have completed the Basic and Intermediate courses.		
Private	<u>Tableau Desktop I (Fundamentals)</u>	For Tableau beginners and anyone who works with data, regardless of technical or analytical background. (Min. 10 pax)	2 days	40,000 /class
	<u>Tableau Desktop II (Intermediate)</u>	Proficient Tableau users who want to acquire more advanced skills can take this course. Completion of the Fundamentals course is highly recommended. (Min. 10 pax)		
	<u>Tableau Desktop Training (Advanced)</u>	The ultimate course for Tableau users who have completed the Basic and Intermediate courses.		



HRDCORP AI COURSES

Course Name	Brief Description	Course Duration	Price (USD)
<u>AI for Executives</u>	This short but impactful briefing brings managers and leaders up to speed on the business risks and impacts of AI and tease out strategies to leverage AI for digital transformation.	2 days	8,000
<u>Prompting AI for Business</u>	In this intensive 1-day workshop, you'll acquire the skills to leverage AI-generated prompts and insights to enhance your business strategies and decision-making processes. (Max. 15 pax)		
<u>Design Thinking with AI</u>	You will learn to fuse the principles of design thinking with the power of AI. Unleash your team's innovative potential as you embark on a journey of ideation, prototyping, and problem-solving using cutting-edge AI technologies. (Max. 15 pax)		

INHOUSE CUSTOM TRAINING

Course Name	Brief Description	Course Duration	Price (USD)
Custom Tableau Training Workshop	This course is designed to be fully customizable, catering to both beginners and advanced users. The content can be tailored to meet the specific needs and objectives of your team, ensuring a personalized learning experience. (Max. 15 pax)	Min. 2 days	4,000/class/day
Custom Snowflake Training Workshop	This course introduces the fundamentals of Snowflake, covering architecture, access control, virtual warehouses, data recovery, and cost monitoring. (Max. 15 pax)		

TABLEAU DESKTOP I: FUNDAMENTALS

Learn the fundamentals of Tableau Desktop in this introductory course. In this 2-day instructor-led course, you'll gain a comprehensive introduction to data analysis and visual design to build a range of visualizations—from single worksheets to dashboards—and learn techniques to apply to your own data analysis with Tableau.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 14 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Admin, Architect, Business Analyst, Consultant, Designer, End User, Marketer

Course Objectives

- Connect to data to edit its source.
- Gather data for sorting, filtering, and grouping.
- Use the Tableau workspace to create visualizations.
- Build a range of essential chart types for analysis.
- Create basic calculations, including quick table calculations.
- Design interactive dashboards to reveal data insights.
- Describe how to share and publish visualizations.

Lessons and Topics

1. Introduction to Tableau
2. Tableau Workflow
3. Setting Up Connections and Data Sources
4. Simplifying and Sorting Your Data
5. Organizing Your Data
6. Viewing Specific Values
7. Slicing Your Data by Date
8. Using Multiple Measures in a View
9. Showing the Relationship Between Numerical Values
10. Mapping Data Geographically
11. Customizing Your Data
12. Analyzing Data with Quick Table Calculations
13. Showing Breakdowns of the Whole
14. Making Your Views Available

TABLEAU DESKTOP I: FUNDAMENTALS

Lessons and Topics

Module 1: Introduction to Tableau

- Discover the Tableau Platform
- Learn Application Terminology
- Identify Visual Cues for Fields

Module 2: Tableau Workflow

- Understand the Tableau Workflow
- Recognize Elements of a Visualization
- Get Started in Tableau

Module 3: Connection and Data Source Setup

- Identify Tableau file types and extensions
- Create a live data connection
- Save and edit a data source
- Modify data attributes
- Understand changes to data

Module 4: Data Simplification and Sorting

- Filter Data
- Create Date Filters
- Sort Data

Module 5: Data Organization

- Use Groups
- Create and Use Hierarchies

Module 6: Specific Values

- Create Crosstabs
- Generate Grand Totals, Subtotals, and Changing Aggregation
- Build Highlight Tables

Module 7: Data by Date

- Work with Dates in Tableau
- Use Discrete Date Parts and Continuous Date Values

Module 8: Multiple Measures in a View

- Measure Values and Names
- Combine or Share Axis Charts
- Create Dual Axis Charts

Module 9: Relationships Between Numerical Values

- Show Correlations and Outliers with Scatter Plots
- Create a Scatter Plot
- Analyze Using the Highlighter
- Analyze an Outlier with the Data Guide
- Use the Analytics Pane
- Build Trend Lines and Models
- Reference Lines and Bands

Module 10: Geographic Data Mapping

- Map in Tableau
- Navigate and Select in Maps

Module 11: Data Customization

- Calculate in Tableau
- Choose Between Calculation Types
- Create and Edit Calculated Fields
- Follow Formula Editor Conventions
- Identify Types of Calculated Fields
- Conduct Calculations and Aggregations
- Use String Functions
- Build Splits and Custom Splits
- Convert Types
- Calculate Dates

Module 12: Quick Table Calculations

- Discover Table Calculations
- Use Quick Table Calculations
- Harness Rank To Show Biggest to Smallest

Module 13: Breakdowns of the Whole

- Generate Pie Charts and Parts of the Whole
- Create Tree Maps

Module 14: View Sharing

- Build Dashboards
- Demonstrate Relations Between Dashboards and Worksheets
- Generate Tiled or Floating Objects
- Format Components
- Change Dashboard Device Layouts
- Conduct Dashboard Actions
- Publish Your Dashboard Online

TABLEAU DESKTOP II: INTERMEDIATE

Expand your Tableau proficiency and boost your analytics skills. In this 2-day instructor-led course, you'll learn how to connect to data, work with calculations, build visualizations, apply analytics such as parameters, and customize dashboards. Enhance your analysis and design more comprehensive dashboards to guide users to efficient data discoveries.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 10 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Business Analyst, Consultant, Designer, End User, Business User

Course Objectives

- Combine data from multiple tables using joins, unions, and relationships.
- Use extracts to improve performance.
- Build advanced chart types, including bar-in-bar and bullet graphs.
- Use advanced calculations and table calculations to modify data as needed for analysis.
- Apply analytics to views.
- Use parameters and input controls to support audience analysis.
- Build useful dashboards using techniques for guided analytics, interactive dashboard design, and visual best practices.

Lessons and Topics

1. Introduction and Review
2. Creating and Connecting to Data Sources
3. Data Extracts
4. Using Calculations in Tableau
5. Comparing Measures
6. Viewing Distributions
7. Advanced Table Calculations
8. Creating and Using Parameters
9. Defining Subsets of Your Data
10. Dashboards

TABLEAU DESKTOP III: ADVANCED

Discover how to create innovative charts and dashboards that are compatible with complex data analysis using Tableau Desktop. In this 2-day instructor-led course, you'll explore scenario-based data visualization challenges to acquire greater proficiency with calculations and to learn advanced chart techniques. Apply these advanced skills to your Tableau environment to maximize the capabilities of your organization's data.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 7 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Job Business Analyst, Consultant, Designer, End User, Business User

Course Objectives

- Apply advanced calculations to gain additional insight into your data.
- Incorporate advanced chart types into data analysis.
- Incorporate advanced dashboarding techniques into your displays.
- Use calculations, parameters, and table calculations together.
- Harness Tableau techniques to address common use case scenarios.
- Format your visualizations and dashboards for maximum impact.

Lessons and Topics

1. Review: Calculations
2. Advanced Table Calculations
3. Level of Detail Expressions
4. Analyzing Time-Based Data
5. Analyzing Customer Behavior
6. Geographical Analysis
7. Advanced Techniques for Dashboard

TABLEAU DESKTOP III: ADVANCED

Lessons and Topics

Module 1: Calculations in Tableau

- Conduct Tableau and Datasource Interaction
- Follow Tableau Order of Operations
- Define Types of Calculations
- Enable Number Functions
- Implement String Functions
- Apply Date Functions
- Incorporate Type Conversion Functions
- Describe Logical Functions
- Define Aggregate Functions
- Integrate User Functions
- Make Considerations for Calculated Fields

Module 2: Advanced Table Calculations

- Define Types of Table Calculations
- Describe Common Use Cases
- Outline Table Calculation Scope and Direction
- Customize Table Calculations
- Apply Filters and Table Calculations
- Build a Pareto Chart

Module 3: Level of Detail Expressions

- Describe Types of Level of Detail Expressions
- Apply FIXED level of detail (LOD) Expressions
- Combine Filters and LOD Expressions
- Include LOD Expressions
- Exclude LOD Expressions
- Nest LOD Expressions
- Compare Types of Calculations

Module 4: Time-Based Data

- Scenario: Sparklines
- Scenario: Control Charts
- Scenario: Bump Charts
- Scenario: Slope Chart

Module 5: Customer Behavior Analysis

- Scenario: Cohort Analysis
- Scenario: Survey Data

Module 6: Geographical Analysis

- Scenario: Map Density with Hexbins
- Use Marks Layers for Maps
- Scenario: Spatial Files

Module 7: Advanced Dashboard Techniques

- Determine Dashboard Audience
- Construct Dashboard Layout
- Apply Dashboard Visual Elements
- Implement Dashboard Interactive Elements

TABLEAU

SITE ADMIN

GT&O University

Discover how to manage, maintain, and monitor a Tableau Server site. In this 2-day instructor-led course, learn how to configure essential site elements, including users and groups, tasks and jobs, extraction and subscription schedules, data sources, workbooks, and projects. Create a secure digital workspace experience that promotes the sharing of data-driven insights, inspires team collaboration, and champions Tableau site planning best practices.

Please Note:

This course is taught using a Tableau Server in a Windows Server environment.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration	2 days / 13 learning hours
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Mode of Training	Online via Zoom (Public) Online or onsite (Private)
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Benefits These Jobs	Tableau Admin
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Course Objectives

- Create and manage a Tableau Server site that champions site planning best practices.
- Explain the role of governance as it relates to Tableau Cloud and Tableau Server.
- Publish data sources and workbooks that can be shared amongst team members.
- Monitor Tableau site utilization, adoption, and content.

Lessons and Topics

1. Introduction to Tableau Server sites
2. Tableau Server user interface
3. Site users
4. Site groups
5. Site schedules
6. Tasks and jobs
7. Site projects
8. Data source publication
9. Flow and workbook publication
10. User filters
11. Site monitoring and maintenance
12. Workbook performance
13. Additional site administrator views and task automation

TABLEAU SITE ADMIN

Lessons and Topics

Module 1: Introduction to Tableau Server Sites

- Define Tableau Server Sites
- Understand Environment User Interface
- Review Environment Portal Basics

Module 2: Tableau Server User Interface

- Examine the Navigation Panel
- Discover the Help Menu
- Execute Site-Level Searches Using Quick and Full Search

Module 3: Site Users

- Import Users from a .CSV File
- Import an Active Directory (AD) Group
- Determine User Permissions

Module 4: Site Groups

- Verify AD Group Settings
- Create Local Groups
- Add Users to Local Groups

Module 5: Site Schedules

- Review an Extract Refresh Schedule
- Understand a Flow Schedule
- Examine a Subscription Schedule

Module 6: Tasks and Jobs

- Run Extract Refreshes and View Their Jobs
- Run Flows and View Their Jobs
- Review Schedule and Alert Options

Module 7: Site Projects

- Configure the Default Project
- Establish Default Project Permission Rules
- Create Projects
- Set Project Permission Rules

Module 8: Data Source Publication

- Publish a Data Source with a Live Connection
- Review a Published Data Source in Ask Data
- Create and Publish a Server File Extract
- Create and Publish a Local File Extract
- Certify a Data Source

Module 9: Flow and Workbook Publication

- Design and Publish a Flow Using Web Authoring
- Publish a Workbook
- Utilize Revision History
- Manage Data Content

Module 10: User Filters

- Create Manual Workbook User Filters
- Apply Automatic Workbook User Filters
- Implement Automatic Data Source Filters

Module 11: Site Monitoring and Maintenance

- Manage Extract Refreshes
- Evaluate Flows
- Monitor Subscriptions

Module 12: Workbook Performance

- Diagnose and Improve a Low-Performing Workbook

Module 13: Additional Site Administrator Views and Task Automation

- Run a Schedule and Extract Refresh Using tabcmd
- Set Up a Sales Team Using tabcmd

TABLEAU

SERVER ADMIN

Learn best practices around Tableau Server installation and configuration in this foundational course for Tableau Server administrators. In this 3-day instructor-led course, our expert instructors focus on enterprise governance, security, performance, scalability, and more to help you get the most out of your Tableau deployment.

Please Note:

This course is taught using a Tableau Server in a Windows Server environment.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration	3 days / 17 learning hours	Mode of Training	Online via Zoom (Public) Online or onsite (Private)
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Benefits These Jobs	Tableau Admin
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Course Objectives

- Configure Tableau Server.
- Manage users.
- Implement a functional security model.
- Certify data sources.
- Publish workbooks.
- Manage extract refreshes, alerts, and subscriptions.

Lessons and Topics

1. Introduction to Tableau
2. Tableau Server deployment
3. Tableau Server installation
4. Security features setup
5. Tableau Desktop installation on the server
6. Tableau Server user interface (UI)
7. Functional security and permissions
8. Functional security implementation
9. Data source publication, security, and certification
10. Workbook publication
11. Recommended data sources and revision history
12. Schedules, Tasks, and Jobs
13. Server status
14. Server activity audits
15. Server performance
16. Daily maintenance
17. Server customization

TABLEAU SERVER ADMIN

Lessons and Topics

Module 1: Introduction to Tableau

Module 2: Tableau Server Deployment

- Build a Tableau Blueprint

Module 3: Tableau Server Installation

- Select an Installation Method
- Install Server Software
- Configure After Installation

Module 4: Security Features Setup

- Harden Security
- Set Security Features

Module 5: Tableau Desktop Installation on the Server

- Deploy Tableau Desktop

Module 6: Tableau Server User Interface (UI)

- Define Server Content Types and Objects
- Search on Tableau Server
- Import Users from a CSV
- Change a User's Site Role
- Import Individual Active Directory (AD) Users
- Import AD Groups
- Update Account Settings
- Review the Server Status Page
- Assess the General, Licenses, and Extensions Pages
- Create and Delete a Site
- Edit a Project Name and Description
- Add a Workbook Description

Module 7: Functional Security and Permissions

- View Project Permissions
- Remove Permissions on the Default Project
- Compare Workbook Permissions in Unlocked and Locked Projects

Module 8: Functional Security Implementation

- Create Functional Local Groups
- Add Users to Groups
- Create Projects Using tabcmd
- Set Permission Rules for Projects Using the UI
- Establish Default Permission Rules for Projects Using the REST API

Module 9: Data Source Publication, Security, and Certification

- Publish a Data Source with a Live Connection
- Review a Published Data Source in Ask Data Using a Lens
- Create and Publish a Structured Query Language (SQL) Extract
- Create and Publish an Extract of a Local File
- Automate Workbook User Filter
- Implement Data Source User Filter
- Certify a Data Source

Module 10: Workbook Publication

- Publish Content to a Sandbox Project
- Publish Content to a Production Project
- Use a Backup To Populate Content

Module 11: Recommended Data Sources and Revision History

- Access Recommended Data Sources
- View Data Source Revision History
- Review Workbook Revision History

Module 12: Schedules, Tasks, and Jobs

- Set Extracts on a Refresh Schedule
- Establish a Data-Driven Alert
- Run an Extract Refresh
- Troubleshoot an Extract Refresh Failure
- Republish the Local Extract
- Verify the Resolution of the Extract Refresh Failures
- Subscribe to a View
- Run a Subscription

Module 13: Server Status

- View Admin Alert Emails

Module 14: Server Activity Audits

- View Server Status
- Archive Log Files from the TSM UI
- Deprecate Log Files from the TSM Command Line
- Use Logshark
- Publish a Repository Data Source

Module 15: Server Performance

- Create a Performance Recording

Module 16: Daily Maintenance

- Automate Daily Backups

Module 17: Server Customization

- Customize Tableau Server

TABLEAU

GT&O University

VISUAL ANALYTICS

Discover how to visualize data in Tableau Desktop. In this 2-day instructor-led course, learn how to effectively display data insights in Tableau, tailor visualizations based on data type, and avoid data misrepresentation.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 17 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Business Analyst, Data Analyst, Consultant, Designer, Marketing Analyst, Project Manager, End User

Course Objectives

- Design visualizations that reduce cognitive load to effectively leverage short-term memory.
- Build visualizations that align with pre-attentive attributes to effectively harness sensory memory.
- Craft visualizations to inform viewers without misleading them.
- Harness appropriate chart types to answer specific questions.
- Construct dashboards and stories using visual best practices.

Lessons and Topics

1. Visual Analytics Process
2. Memory and Processing
3. Short-Term Memory
4. Sensory Memory: Overview
5. Sensory Memory: Form
6. Sensory Memory: Color
7. Sensory Memory: Position
8. Informing without Misleading
9. Charts for Viewing Specific Values
10. Charts for Comparing and Ranking Categories
11. Charts for Comparing Parts to Whole
12. Charts for Comparing Measures
13. Charts for Viewing Correlation
14. Charts for Viewing Distributions
15. Charts for Viewing Data Over Time
16. Charts for Mapping
17. Dashboards and Stories

TABLEAU VISUAL ANALYTICS

Lessons and Topics

Module 1: Visual Analytics Process

- Define Visual Analytics
- Follow the Visual Analytics Process
- Recognize Advantages of Visual Analysis

Module 2: Memory and Processing

- Distinguish Between Memory and Processing Types

Module 3: Short-Term Memory

- Define Cognitive Load
- Focus and Guide the Viewer
- Remove Visual Distractions
- Organize Information into Chunks
- Design for Contiguity

Module 4: Sensory Memory: Overview

- Describe Pre-attentive Attributes
- Define Quantitatively-Perceived Attributes
- Understand Categorically-Perceived Attributes

Module 5: Sensory Memory: Form

- Describe Key Form Attributes
- Define Length
- Measure Width
- Understand Size
- Determine Orientation
- Apply Shape
- Build an Enclosure

Module 6: Sensory Memory: Color

- Define Color Attributes
- Describe Color Relativity
- Understand Color Vision Deficiency
- Select a Color Hue
- Determine Color Intensity

Module 7: Sensory Memory: Position

- Define Position Attributes
- Describe 2-D Position
- Understand Spatial Grouping

Module 8: Informing Without Misleading

- Follow Gestalt Principles
- Test Visual Area Assumptions
- Determine Axis Assumptions
- Assess Color Assumptions
- Decide an Appropriate Amount of Detail

Module 9: Charts for Viewing Specific Values

- Ask Questions that Lead To Viewing Specific Values
- Select Chart Types for Viewing Specific Values
- Follow Best Practices for Viewing Specific Values

Module 10: Charts for Comparing and Ranking

Categories

- Ask Questions that Lead To Comparing and Ranking Categories
- Select Chart Types for Comparing and Ranking Categories
- Follow Best Practices for Comparing and Ranking Categories

Module 11: Charts for Comparing Parts to Whole

- Ask Questions that Lead To Comparing Parts to Whole
- Select Chart Types for Comparing Parts to Whole
- Follow Best Practices for Comparing Parts to Whole

Module 12: Charts for Comparing Measures

- Ask Questions that Lead To Comparing Measures
- Select Chart Types for Comparing Measures
- Follow Best Practices for Comparing Measures

Module 13: Charts for Viewing Correlation

- Ask Questions that Lead To Viewing Correlation
- Select Chart Types for Viewing Correlation
- Follow Best Practices for Viewing Correlation

Module 14: Charts for Viewing Distributions

- Ask Questions that Lead to Viewing Distributions
- Select Chart Types for Viewing Distributions
- Follow Best Practices for Viewing Distributions

Module 15: Charts for Viewing Data Over Time

- Ask Questions that Lead To Viewing Data Over Time
- Select Chart Types for Viewing Data Over Time
- Follow Best Practices for Viewing Data Over Time

Module 16: Charts for Mapping

- Ask Questions that Lead To Mapping
- Select Chart Types for Mapping
- Follow Best Practices for Mapping

Module 17: Dashboards and Stories

- Follow the Development Process for Dashboards and Stories
- Plan the Visualization
- Create the Visualization
- Test the Visualization

TABLEAU

PREP

Discover how to prepare your data for analysis with Tableau Prep Builder. In this 2-day instructor-led course, learn how to connect, clean, combine and shape data, and output prepared data for analysis in Tableau Desktop or on a Tableau site.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 8 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Data Analyst, Business Analyst, Consultant, Data manager, Data Engineer

Course Objectives

- Prepare your data for analysis in Tableau visualizations.
- Apply quick-cleaning operations to fields and field values.
- Clean data with calculated fields, filters, and grouping options.
- Combine data using joins and unions.
- Shape data using pivots and aggregations.
- Validate your data preparation work.
- Generate outputs.
- Leverage the data sampling functionality of Tableau Prep Builder.
- Apply the range of available data preparation techniques to flows that address real-world scenarios.

Lessons and Topics

1. Introduction to Tableau Prep Builder
2. Connecting and Exploring Data
3. Cleaning Data
4. Combining Data
5. Shaping Data
6. Preparing and Sharing Data
7. Data Sampling
8. Data Preparation

TABLEAU PREP

Lessons and Topics

Module 1: Introduction to Tableau Prep Builder

- Implement Data Preparation and the Analytic Cycle
- Navigate Tableau Prep Builder
- Describe the Tableau Prep Builder Workspace
- Flow Pane Steps
- Prep Your Data

Module 2: Data Connection and Exploration

- Connect to Data
- Interpret Data
- Configure Data for Input
- Explore the Data
- Distribute Data

Module 3: Data Cleansing

- Conduct Cleaning Operations
- Facilitate Quick-Cleaning Operations for String Fields
- Enable Quick-Cleaning Operations for Date Fields
- Filter Values
- Clean with Calculated Fields
- Edit and Group Values
- Create and Use Parameters
- Review Recorded Changes

Module 4: Data Combination

- Create Unions
- Evaluate Union Results
- Fix Mismatched Fields
- Generate Wildcard Unions
- Implement Joins
- Define Join Types
- Create and Configure Joins
- Evaluate Join Results

Module 5: Data Shaping

- Create and Configure Pivots
- Generate Columns to Rows Pivots
- Pivot Using Wildcard Search
- Build Rows to Columns Pivots
- Evaluate Pivot Results
- Create and Configure Aggregations

Module 6: Data Previews and Sharing

- Preview Data Preparation Results
- Create Outputs
- Run Outputs
- Conduct an Incremental Refresh
- Write to External Database

Module 7: Data Sampling

- Sample Data
- Distribute Sampling and Data
- Preview Sample Data
- Determine Outputs for Sampled Data

Module 8: Data Preparation

- Determine Data Preparation Steps
- Follow the Data Preparation Checklist
- Explore Real-World Data Preparation Scenarios

PUBLIC TABLEAU DESKTOP TRAINING (BASICS)

Learn the fundamentals of Tableau Desktop in this introductory course. In this 2-day instructor-led course, you'll gain a comprehensive introduction to data analysis and visual design to build a range of visualizations—from single worksheets to dashboards—and learn techniques to apply to your own data analysis with Tableau.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 14 learning hours

Mode of Training

Online via Zoom (Public)

Benefits These Jobs

Admin, Architect, Business Analyst, Consultant, Designer, End User, Marketer

Course Objectives

- Connect to data to edit its source.
- Gather data for sorting, filtering, and grouping.
- Use the Tableau workspace to create visualizations.
- Build a range of essential chart types for analysis.
- Create basic calculations, including quick table calculations.
- Design interactive dashboards to reveal data insights.
- Describe how to share and publish visualizations.

Lessons and Topics

1. Introduction to Tableau
2. Tableau Workflow
3. Setting Up Connections and Data Sources
4. Simplifying and Sorting Your Data
5. Organizing Your Data
6. Viewing Specific Values
7. Slicing Your Data by Date
8. Using Multiple Measures in a View
9. Showing the Relationship Between Numerical Values
10. Mapping Data Geographically
11. Customizing Your Data
12. Analyzing Data with Quick Table Calculations
13. Showing Breakdowns of the Whole
14. Making Your Views Available

TABLEAU DESKTOP TRAINING (BASIC)

Lessons and Topics

Module 1: Introduction to Tableau

- Discover the Tableau Platform
- Learn Application Terminology
- Identify Visual Cues for Fields

Module 2: Tableau Workflow

- Understand the Tableau Workflow
- Recognize Elements of a Visualization
- Get Started in Tableau

Module 3: Connection and Data Source Setup

- Identify Tableau File Types and Extensions
- Create a Live Data Connection
- Save and Edit a Data Source
- Modify Data Attributes
- Understand Changes to Data

Module 4: Data Simplification and Sorting

- Filter Data
- Create Date Filters
- Sort Data

Module 5: Data Organization

- Use Groups
- Create and Use Hierarchies

Module 6: Specific Values

- Create Crosstabs
- Generate Grand Totals, Subtotals, and Changing Aggregation
- Build Highlight Tables

Module 7: Data by Date

- Work with Dates in Tableau
- Use Discrete Date Parts and Continuous Date Values

Module 8: Multiple Measures in a View

- Measure Values and Names
- Combine or Share Axis Charts
- Create Dual Axis Charts

Module 9: Relationships Between Numerical Values

- Show Correlations and Outliers with Scatter Plots
- Create a Scatter Plot
- Analyze Using the Highlighter
- Analyze an Outlier with the Data Guide
- Use the Analytics Pane
- Build Trend Lines and Models
- Reference Lines and Bands

Module 10: Geographic Data Mapping

- Map in Tableau
- Navigate and Select in Maps

Module 11: Data Customization

- Calculate in Tableau
- Choose Between Calculation Types
- Create and Edit Calculated Fields
- Follow Formula Editor Conventions
- Identify Types of Calculated Fields
- Conduct Calculations and Aggregations
- Use String Functions
- Build Splits and Custom Splits
- Convert Types
- Calculate Dates

Module 12: Quick Table Calculations

- Discover Table Calculations
- Use Quick Table Calculations
- Harness Rank To Show Biggest to Smallest

Module 13: Breakdowns of the Whole

- Generate Pie Charts and Parts of the Whole
- Create Tree Maps

Module 14: View Sharing

- Build Dashboards
- Demonstrate Relations Between Dashboards and Worksheets
- Generate Tiled or Floating Objects
- Format Components
- Change Dashboard Device Layouts
- Conduct Dashboard Actions
- Publish Your Dashboard Online

PUBLIC TABLEAU DESKTOP TRAINING (INTERMEDIATE)

Expand your Tableau proficiency and boost your analytics skills. In this 2-day instructor-led course, you'll learn how to connect to data, work with calculations, build visualizations, apply analytics such as parameters, and customize dashboards. Enhance your analysis and design more comprehensive dashboards to guide users to efficient data discoveries.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 10 learning hours

Mode of Training

Online via Zoom (Public)

Benefits These Jobs

Business Analyst, Consultant, Designer, End User, Business User

Course Objectives

- Combine data from multiple tables using joins, unions, and relationships.
- Use extracts to improve performance.
- Build advanced chart types, including bar-in-bar and bullet graphs.
- Use advanced calculations and table calculations to modify data as needed for analysis.
- Apply analytics to views.
- Use parameters and input controls to support audience analysis.
- Build useful dashboards using techniques for guided analytics, interactive dashboard design, and visual best practices.

Lessons and Topics

1. Introduction and Review
2. Creating and Connecting to Data Sources
3. Data Extracts
4. Using Calculations in Tableau
5. Comparing Measures
6. Viewing Distributions
7. Advanced Table Calculations
8. Creating and Using Parameters
9. Defining Subsets of Your Data
10. Dashboards

TABLEAU DESKTOP TRAINING (INTERMEDIATE)

Lessons and Topics

Module 1: Introduction and Review

- Meet Tableau Desktop II: Intermediate
- Use Measure Values and Names in a View
- Work with Dates in Tableau
- Define Discrete Date Parts and Continuous Date Values

Module 2: Data Source Creation and Connection

- Access the Data Connections Page
- Build Physical and Logical Layers
- Connect to Single- and Multi-Table Data Sources
- Migrate Data Sources
- Navigate The Data Pane User Interface
- View Data
- Build Joins
- Generate Unions
- Merge Fields
- Establish Relationship Levels of Detail
- Set Up a Relationship Between Tables
- Contrast Joins and Relationships
- Combine a Data Decision Tree
- Create Relationships Between Tables from Different Databases

Module 3: Data Extracts

- Use Data Extracts
- Configure and Run an Extract
- Distinguish Between Logical and Physical Table Extracts

Module 4: Tableau Calculations

- Understand Where Calculations Occur
- Create and Edit Calculated Fields
- Build Calculations and Aggregations
- Aggregate Dimensions in Calculations
- Join Calculations
- Define Level of Detail (LOD) Expressions

Module 5: Measure Comparisons

- Compare Two Measures (Bar in Bar Chart)
- Assess Progress Toward a Goal (Bullet Graph)
- Use Reference Lines
- Build Reference Bands

Module 6: Distribution Views

- Build Bins and Histograms
- Generate Box and Whisker Plots

Module 7: Advanced Table Calculations

- Describe Table Calculation
- Follow Tips for Learning Table Calculations
- Establish Levels of Control
- Determine Table Calculation Scope and Direction
- Assess Table Calculation Specific Dimensions
- Evaluate Other Scope and Direction Options
- Implement Null Values in Table Calculations
- Generate Table Calculations for Statistical Analysis

Module 8: Parameter Creation and Usage

- Use Parameters
- Define Parameters and Filters
- Harness Parameters with Reference Lines

Module 9: Data Subsets

- Use Sets
- Outline the Tableau Order of Operations
- Combine Sets
- Understand In and Out Sets
- Analyze an Outlier Using Explain Data
- Nest Sorting and Context Filters

Module 10: Dashboards

- Plan Your Dashboard
- Build Your Dashboard
- Add Interactivity with Filters and Actions
- Introduce Actions to Your Dashboard
- Take Additional Dashboard Actions
- Set Actions
- Conduct Parameter Actions
- Follow Visual Best Practices
- Add Instructions and Annotations
- Learn Tooltips
- Remove Chart Extras
- Publish Your Dashboard Online

PUBLIC TABLEAU DESKTOP TRAINING (ADVANCED)

Discover how to create innovative charts and dashboards that are compatible with complex data analysis using Tableau Desktop. In this 2-day instructor-led course, you'll explore scenario-based data visualization challenges to acquire greater proficiency with calculations and to learn advanced chart techniques. Apply these advanced skills to your Tableau environment to maximize the capabilities of your organization's data.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 7 learning hours

Mode of Training

Online via Zoom (Public)

Benefits These Jobs

Business Analyst, Consultant, Designer, End User, Business User

Course Objectives

- Apply advanced calculations to gain additional insight into your data.
- Incorporate advanced chart types into data analysis.
- Incorporate advanced dashboarding techniques into your displays.
- Use calculations, parameters, and table calculations together.
- Harness Tableau techniques to address common use case scenarios.
- Format your visualizations and dashboards for maximum impact.

Lessons and Topics

1. Review: Calculations
2. Advanced Table Calculations
3. Level of Detail Expressions
4. Analyzing Time-Based Data
5. Analyzing Customer Behavior
6. Geographical Analysis
7. Advanced Techniques for Dashboard

TABLEAU DESKTOP TRAINING (ADVANCED)

Lessons and Topics

Module 1: Calculations in Tableau

- Conduct Tableau and Datasource Interaction
- Follow Tableau Order of Operations
- Define Types of Calculations
- Enable Number Functions
- Implement String Functions
- Apply Date Functions
- Incorporate Type Conversion Functions
- Describe Logical Functions
- Define Aggregate Functions
- Integrate User Functions
- Make Considerations for Calculated Fields

Module 2: Advanced Table Calculations

- Define Types of Table Calculations
- Describe Common Use Cases
- Outline Table Calculation Scope and Direction
- Customize Table Calculations
- Apply Filters and Table Calculations
- Build a Pareto Chart

Module 3: Level of Detail Expressions

- Describe Types of Level of Detail Expressions
- Apply FIXED level of detail (LOD) Expressions
- Combine Filters and LOD Expressions
- Include LOD Expressions
- Exclude LOD Expressions
- Nest LOD Expressions
- Compare Types of Calculations

Module 4: Time-Based Data

- Scenario: Sparklines
- Scenario: Control Charts
- Scenario: Bump Charts
- Scenario: Slope Chart

Module 5: Customer Behavior Analysis

- Scenario: Cohort Analysis
- Scenario: Survey Data

Module 6: Geographical Analysis

- Scenario: Map Density with Hexbins
- Use Marks Layers for Maps
- Scenario: Spatial Files

Module 7: Advanced Dashboard Techniques

- Determine Dashboard Audience
- Construct Dashboard Layout
- Apply Dashboard Visual Elements
- Implement Dashboard Interactive Elements

PRIVATE TABLEAU DESKTOP I (FUNDAMENTALS)

Learn the fundamentals of Tableau Desktop in this introductory course. In this 2-day instructor-led course, you'll gain a comprehensive introduction to data analysis and visual design to build a range of visualizations—from single worksheets to dashboards—and learn techniques to apply to your own data analysis with Tableau.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 14 learning hours

Mode of Training

Online or onsite (Private)

Benefits These Jobs

Admin, Architect, Business Analyst, Consultant, Designer, End User, Marketer

Course Objectives

- Connect to data to edit its source.
- Gather data for sorting, filtering, and grouping.
- Use the Tableau workspace to create visualizations.
- Build a range of essential chart types for analysis.
- Create basic calculations, including quick table calculations.
- Design interactive dashboards to reveal data insights.
- Describe how to share and publish visualizations.

Lessons and Topics

1. Introduction to Tableau
2. Tableau Workflow
3. Setting Up Connections and Data Sources
4. Simplifying and Sorting Your Data
5. Organizing Your Data
6. Viewing Specific Values
7. Slicing Your Data by Date
8. Using Multiple Measures in a View
9. Showing the Relationship Between Numerical Values
10. Mapping Data Geographically
11. Customizing Your Data
12. Analyzing Data with Quick Table Calculations
13. Showing Breakdowns of the Whole
14. Making Your Views Available

PRIVATE TABLEAU DESKTOP I (FUNDAMENTALS)

Lessons and Topics

Module 1: Introduction to Tableau

- Discover the Tableau Platform
- Learn Application Terminology
- Identify Visual Cues for Fields

Module 2: Tableau Workflow

- Understand the Tableau Workflow
- Recognize Elements of a Visualization
- Get Started in Tableau

Module 3: Connection and Data Source Setup

- Identify Tableau File Types and Extensions
- Create a Live Data Connection
- Save and Edit a Data Source
- Modify Data Attributes
- Understand Changes to Data

Module 4: Data Simplification and Sorting

- Filter Data
- Create Date Filters
- Sort Data

Module 5: Data Organization

- Use Groups
- Create and Use Hierarchies

Module 6: Specific Values

- Create Crosstabs
- Generate Grand Totals, Subtotals, and Changing Aggregation
- Build Highlight Tables

Module 7: Data by Date

- Work with Dates in Tableau
- Use Discrete Date Parts and Continuous Date Values

Module 8: Multiple Measures in a View

- Measure Values and Names
- Combine or Share Axis Charts
- Create Dual Axis Charts

Module 9: Relationships Between Numerical Values

- Show Correlations and Outliers with Scatter Plots
- Create a Scatter Plot
- Analyze Using the Highlighter
- Analyze an Outlier with the Data Guide
- Use the Analytics Pane
- Build Trend Lines and Models
- Reference Lines and Bands

Module 10: Geographic Data Mapping

- Map in Tableau
- Navigate and Select in Maps

Module 11: Data Customization

- Calculate in Tableau
- Choose Between Calculation Types
- Create and Edit Calculated Fields
- Follow Formula Editor Conventions
- Identify Types of Calculated Fields
- Conduct Calculations and Aggregations
- Use String Functions
- Build Splits and Custom Splits
- Convert Types
- Calculate Dates

Module 12: Quick Table Calculations

- Discover Table Calculations
- Use Quick Table Calculations
- Harness Rank To Show Biggest to Smallest

Module 13: Breakdowns of the Whole

- Generate Pie Charts and Parts of the Whole
- Create Tree Maps

Module 14: View Sharing

- Build Dashboards
- Demonstrate Relations Between Dashboards and Worksheets
- Generate Tiled or Floating Objects
- Format Components
- Change Dashboard Device Layouts
- Conduct Dashboard Actions
- Publish Your Dashboard Online

PRIVATE TABLEAU DESKTOP II (INTERMEDIATE)

Expand your Tableau proficiency and boost your analytics skills. In this 2-day instructor-led course, you'll learn how to connect to data, work with calculations, build visualizations, apply analytics such as parameters, and customize dashboards. Enhance your analysis and design more comprehensive dashboards to guide users to efficient data discoveries.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 10 learning hours

Mode of Training

Online or onsite (Private)

Benefits These Jobs

Business Analyst, Consultant, Designer, End User, Business User

Course Objectives

- Combine data from multiple tables using joins, unions, and relationships.
- Use extracts to improve performance.
- Build advanced chart types, including bar-in-bar and bullet graphs.
- Use advanced calculations and table calculations to modify data as needed for analysis.
- Apply analytics to views.
- Use parameters and input controls to support audience analysis.
- Build useful dashboards using techniques for guided analytics, interactive dashboard design, and visual best practices.

Lessons and Topics

1. Introduction and Review
2. Creating and Connecting to Data Sources
3. Data Extracts
4. Using Calculations in Tableau
5. Comparing Measures
6. Viewing Distributions
7. Advanced Table Calculations
8. Creating and Using Parameters
9. Defining Subsets of Your Data
10. Dashboards

PRIVATE TABLEAU DESKTOP II (INTERMEDIATE)

Lessons and Topics

Module 1: Introduction and Review

- Meet Tableau Desktop II: Intermediate
- Use Measure Values and Names in a View
- Work with Dates in Tableau
- Define Discrete Date Parts and Continuous Date Values

Module 2: Data Source Creation and Connection

- Access the Data Connections Page
- Build Physical and Logical Layers
- Connect to Single- and Multi-Table Data Sources
- Migrate Data Sources
- Navigate The Data Pane User Interface
- View Data
- Build Joins
- Generate Unions
- Merge Fields
- Establish Relationship Levels of Detail
- Set Up a Relationship Between Tables
- Contrast Joins and Relationships
- Combine a Data Decision Tree
- Create Relationships Between Tables from Different Databases

Module 3: Data Extracts

- Use Data Extracts
- Configure and Run an Extract
- Distinguish Between Logical and Physical Table Extracts

Module 4: Tableau Calculations

- Understand Where Calculations Occur
- Create and Edit Calculated Fields
- Build Calculations and Aggregations
- Aggregate Dimensions in Calculations
- Join Calculations
- Define Level of Detail (LOD) Expressions

Module 5: Measure Comparisons

- Compare Two Measures (Bar in Bar Chart)
- Assess Progress Toward a Goal (Bullet Graph)
- Use Reference Lines
- Build Reference Bands

Module 6: Distribution Views

- Build Bins and Histograms
- Generate Box and Whisker Plots

Module 7: Advanced Table Calculations

- Describe Table Calculation
- Follow Tips for Learning Table Calculations
- Establish Levels of Control
- Determine Table Calculation Scope and Direction
- Assess Table Calculation Specific Dimensions
- Evaluate Other Scope and Direction Options
- Implement Null Values in Table Calculations
- Generate Table Calculations for Statistical Analysis

Module 8: Parameter Creation and Usage

- Use Parameters
- Define Parameters and Filters
- Harness Parameters with Reference Lines

Module 9: Data Subsets

- Use Sets
- Outline the Tableau Order of Operations
- Combine Sets
- Understand In and Out Sets
- Analyze an Outlier Using Explain Data
- Nest Sorting and Context Filters

Module 10: Dashboards

- Plan Your Dashboard
- Build Your Dashboard
- Add Interactivity with Filters and Actions
- Introduce Actions to Your Dashboard
- Take Additional Dashboard Actions
- Set Actions
- Conduct Parameter Actions
- Follow Visual Best Practices
- Add Instructions and Annotations
- Learn Tooltips
- Remove Chart Extras
- Publish Your Dashboard Online

PRIVATE TABLEAU DESKTOP III (ADVANCED)

Discover how to create innovative charts and dashboards that are compatible with complex data analysis using Tableau Desktop. In this 2-day instructor-led course, you'll explore scenario-based data visualization challenges to acquire greater proficiency with calculations and to learn advanced chart techniques. Apply these advanced skills to your Tableau environment to maximize the capabilities of your organization's data.

What prework is needed?

Prepare for your Trailhead course by completing this prework before your session starts.

Duration

2 days / 7 learning hours

Mode of Training

Online or onsite (Private)

Benefits These Jobs

Business Analyst, Consultant, Designer, End User, Business User

Course Objectives

- Apply advanced calculations to gain additional insight into your data.
- Incorporate advanced chart types into data analysis.
- Incorporate advanced dashboarding techniques into your displays.
- Use calculations, parameters, and table calculations together.
- Harness Tableau techniques to address common use case scenarios.
- Format your visualizations and dashboards for maximum impact.

Lessons and Topics

1. Review: Calculations
2. Advanced Table Calculations
3. Level of Detail Expressions
4. Analyzing Time-Based Data
5. Analyzing Customer Behavior
6. Geographical Analysis
7. Advanced Techniques for Dashboard

PRIVATE TABLEAU DESKTOP III (ADVANCED)

Lessons and Topics

• **Module 1: Calculations in Tableau**

- Conduct Tableau and Datasource Interaction
- Follow Tableau Order of Operations
- Define Types of Calculations
- Enable Number Functions
- Implement String Functions
- Apply Date Functions
- Incorporate Type Conversion Functions
- Describe Logical Functions
- Define Aggregate Functions
- Integrate User Functions
- Make Considerations for Calculated Fields

• **Module 2: Advanced Table Calculations**

- Define Types of Table Calculations
- Describe Common Use Cases
- Outline Table Calculation Scope and Direction
- Customize Table Calculations
- Apply Filters and Table Calculations
- Build a Pareto Chart

• **Module 3: Level of Detail Expressions**

- Describe Types of Level of Detail Expressions
- Apply FIXED level of detail (LOD) Expressions
- Combine Filters and LOD Expressions
- Include LOD Expressions
- Exclude LOD Expressions
- Nest LOD Expressions
- Compare Types of Calculations

• **Module 4: Time-Based Data**

- Scenario: Sparklines
- Scenario: Control Charts
- Scenario: Bump Charts
- Scenario: Slope Chart

• **Module 5: Customer Behavior Analysis**

- Scenario: Cohort Analysis
- Scenario: Survey Data

• **Module 6: Geographical Analysis**

- Scenario: Map Density with Hexbins
- Use Marks Layers for Maps
- Scenario: Spatial Files

• **Module 7: Advanced Dashboard Techniques**

- Determine Dashboard Audience
- Construct Dashboard Layout
- Apply Dashboard Visual Elements
- Implement Dashboard Interactive Elements

AI FOR EXECUTIVES

A power-packed 4-hour session for business leaders to uncover the latest trends and risks in Generative AI. Learn key strategies to leverage AI for digital transformation and propel your organization to greater heights!

Duration

4 hours

Mode of Training

Online via Microsoft Teams

Course Objective

This briefing equips leaders with an understanding of AI trends, terminologies, and the associated risks and impacts. Participants will learn strategies to leverage AI for digital transformation, ensuring they are well-informed to make strategic decisions in their organizations. The session includes a Q&A segment and provides a certificate of attendance.

Lessons and Topics

1. Generative AI Fundamentals
2. Prompt Engineering Overview
3. Applications of Generative AI
4. Generative AI Ethics and Safety
5. Business Implications of Generative AI

What You Get

- 4 hours of live speaker-led interactive discussion
- Q&A session
- Certificate of attendance
- Workshop slides and prompt appendix

PROMPTING AI FOR BUSINESS

Unleash the power of AI to transform your business strategy! Join our immersive workshop to master AI-driven insights and enhance your AI decision-making skills.

Duration

1 day

Mode of Training

Online via Microsoft Teams

Course Objective

This immersive workshop delves into the art of strategic business planning with AI. Combining the Prompt Engineering for LLMs and Image Generation topics and culminating in a group presentation. Participants will learn to apply AI-generated prompts to enhance decision-making processes and business strategies while adhering to ethical practices. The workshop features hands-on exercises, a Q&A session, and a certificate of attendance

Lessons and Topics

1. Prompt Engineering for Large Language Models
 - a. Evolution of Generative AI and Transformers
 - b. How LLMs work: Embeddings Attention, and RLHF
 - c. Hands-on Exercises:
 - i. Prompts for Content Analysis
 - ii. Prompts for Content Creation
 - iii. Visual Question Answering
 - iv. RAG and Document Review
 - v. Automation and Custom Instructions
 - vi. Coaching Support and Flipped Interactions
2. Prompt Engineering for Image Generation
 - a. Evolution of Generative AI and Diffusion Models
 - b. Hands-on Exercises:
 - i. Text-to-Image
 - ii. Image-to-Text and Prompt Creation
 - iii. Blending Images
 - iv. Style Parameters
 - v. Artistic Styles and Keywords
 - vi. Face Swapping
 - vii. Multi-media: Music, Video, Voice
3. Business Planning Activity

What You Get

- 6 hours of intensive live speaker-led face-to-face workshop
- Hands-on Exercises
- Q&A session
- Certificate of attendance
- Workshop slides and prompt appendix

DESIGN THINKING

WITH AI

Learn to build effective products, services, and projects with AI. Immerse yourself in a transformative 3-day experience where you will learn to fuse the principles of design thinking with the power of AI. Unleash your team's innovative potential as you embark on a journey of ideation, prototyping, and problem-solving using cutting-edge AI technologies.

Duration

3 days

Mode of Training

Onsite

Course Objective

This extensive bootcamp combines design thinking principles with Generative AI applications, enabling participants to innovate and create solutions that drive business value. The program includes interactive sessions and collaborative projects, fostering a deep understanding of how to integrate AI into business processes.

Lessons and Topics

1. Day 1 - Empathize and Define
 - a. Customer Avatars
 - b. Needs Analysis
2. Day 2 - AI-driven Ideation
 - a. Theory of Change
 - b. Creativity Matrix
3. Day 3 - Prototype and Pitch
 - a. Prioritization
 - b. Roadmap
 - c. Lean Canvas

What You Get

- 3 days intensive face-to-face innovation camp
- Hands-on Exercises
- On-site Innovation and Prototyping Mentorship
- Q&A sessions
- Certificate of attendance
- Workshop slides and prompt appendix

NAVICAT

PREMIUM (MYSQL)

Jump start your company's database management operations with this introductory course to Navicat Premium. In this course, you will learn to manage your MySQL database using Navicat's simplistic and intuitive user interface to construct and run queries, manage data, and automate tasks among other functions.

What prework is needed?

Learners are expected to have basic knowledge of MySQL and completed the course pre-requisites.

Duration

0.5 days / 4 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Database Owner, Manager, Administrator, Engineer

Course Objectives

- Navigate the Navicat user interface.
- Connect to database servers.
- Use Navicat to create queries.
- Import and export data.
- Control user access and manage roles.
- Automate and schedule database tasks.
- Backup database data.

Lessons and Topics

1. Navigate the UI
2. Setting Up SQL Database Connections
3. Database Interaction and Management
4. User Access and Security Management
5. Advanced Features and Automation

NAVICAT PREMIUM (MYSQL)

Lessons and Topics

• **Module 1: Navigate the UI**

- Main Toolbar
- Navigation Pane
- Tab Bar
- Object Toolbar
- Object Pane
- Information Pane
- Status Bar

• **Module 2: Setting Up SQL Database Connections**

- Setting Up a MySQL Connection
- Connecting via TCP/IP
- Configuring the SSL and SSH Tunnel
- Setting Up a PostgreSQL Connection
- Additional PostgreSQL-specific Settings
- Connecting to an SQLite Database File
- Saving and Managing Connections
- Troubleshooting Connection Issues

• **Module 3: Database Interaction and Management**

- Viewing Tables
- Viewing Schemas and Metadata
- Using the Query Editor
- Importing Data: Import Wizard
- Importing Data: SQL File
- Importing Data: Data Transfer
- Exporting Data: Export Wizard
- Exporting Data: Data Synchronization
- Exporting Data: Dump SQL File
- Exporting Data: Query Results Export
- Inserting, Updating and Deleting Data Using Navicat
- Adding Indexes
- Understanding Foreign Keys & Constraints

• **Module 4: User Access and Security Management**

- Creating New Database Users
- Assigning Roles and Access Control
- Granting and Revoking Privileges
- Using Strong Authentication Methods
- Restricting Access via IP Whitelisting

• **Module 5: Advanced Features and Automation**

- Creating Complex Queries without Writing SQL
- Joining Multiple Tables
- Scheduling Backups and Exports
- Automating Routine Queries via Task Scheduler
- Syncing Schema and Data between Databases
- Performing Backups & Restoring Databases

NAVICAT PREMIUM (MONGODB)

Jump start your company's database management operations with this introductory course to Navicat Premium. In this course, you will learn to manage your MongoDB database using Navicat's simplistic and intuitive user interface to construct and run queries, manage data, and automate tasks among other functions.

What prework is needed?

Learners are expected to have basic knowledge of MongoDB and completed the course pre-requisites.

Duration

0.5 days / 4 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Database Owner, Manager, Administrator, Engineer

Course Objectives

- Navigate the Navicat user interface.
- Connect to database servers.
- Use Navicat to create queries.
- Import and export data.
- Control user access and manage roles.
- Automate and schedule database tasks.
- Backup database data.

Lessons and Topics

1. Navigate the UI
2. MongoDB Database Recap
3. Connecting to MongoDB Database
4. Database Interaction & Management
5. User Access & Security Management
6. Advanced Features & Automation

NAVICAT PREMIUM (MONGODB)

Lessons and Topics

- **Module 1: Navigate the UI**
 - Main Toolbar
 - Navigation Pane
 - Tab Bar
 - Object Toolbar
 - Object Pane
 - Information Pane
 - Status Bar
- **Module 2: MongoDB Database Recap**
- **Module 3: Connecting to MongoDB Database**
- **Module 4: Database Interaction and Management**
 - Viewing Databases, Collections, Documents and Metadata
 - Using Features and Analyze for Explorations
 - CRUD Operations: Create, Update, Insert, and Query Data Using Navicat
 - Importing and Exporting Data (CSV, Excel, JSON)
 - Create New Index
- **Module 5: User Access and Security Management**
 - Creating New Database Users
 - Assigning Roles and Access Control
 - Granting and Revoking Privileges
 - Using Strong Authentication Methods
 - Restricting Access via IP Whitelisting
- **Module 6: Advanced Features and Automation**
 - Creating Complex Queries without Writing SQL
 - Automating Routine Queries with the Task Scheduler

NAVICAT

PREMIUM (POSTGRESQL)

Jump start your company's database management operations with this introductory course to Navicat Premium. In this course, you will learn to manage your PostgreSQL database using Navicat's simplistic and intuitive user interface to construct and run queries, manage data, and automate tasks among other functions.

What prework is needed?

Learners are expected to have basic knowledge of PostgreSQL and completed the course pre-requisites.

Duration

0.5 days / 4 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Database Owner, Manager, Administrator, Engineer

Course Objectives

- Navigate the Navicat user interface.
- Connect to database servers.
- Use Navicat to create queries.
- Import and export data.
- Control user access and manage roles.
- Automate and schedule database tasks.
- Backup database data.

Lessons and Topics

1. Navigate the UI
2. Setting Up SQL Database Connections
3. Database Interaction and Management
4. User Access and Security Management
5. Advanced Features and Automation

NAVICAT PREMIUM (POSTGRESQL)

Lessons and Topics

• **Module 1: Navigate the UI**

- Main Toolbar
- Navigation Pane
- Tab Bar
- Object Toolbar
- Object Pane
- Information Pane
- Status Bar

• **Module 2: Setting Up SQL Database Connections**

- Setting Up a MySQL Connection
- Connecting via TCP/IP
- Configuring the SSL and SSH Tunnel
- Setting Up a PostgreSQL Connection
- Additional PostgreSQL-specific Settings
- Connecting to an SQLite Database File
- Saving and Managing Connections
- Troubleshooting Connection Issues

• **Module 3: Database Interaction and Management**

- Viewing Tables
- Viewing Schemas and Metadata
- Using the Query Editor
- Importing Data: Import Wizard
- Importing Data: SQL File
- Importing Data: Data Transfer
- Exporting Data: Export Wizard
- Exporting Data: Data Synchronization
- Exporting Data: Dump SQL File
- Exporting Data: Query Results Export
- Inserting, Updating and Deleting Data Using Navicat
- Adding Indexes
- Understanding Foreign Keys & Constraints

• **Module 4: User Access and Security Management**

- Creating New Database Users
- Assigning Roles and Access Control
- Granting and Revoking Privileges
- Using Strong Authentication Methods
- Restricting Access via IP Whitelisting

• **Module 5: Advanced Features and Automation**

- Creating Complex Queries without Writing SQL
- Joining Multiple Tables
- Scheduling Backups and Exports
- Automating Routine Queries via Task Scheduler
- Syncing Schema and Data between Databases
- Performing Backups & Restoring Databases

NAVICAT PREMIUM (SQLITE)

Jump start your company's database management operations with this introductory course to Navicat Premium. In this course, you will learn to manage your SQLite database using Navicat's simplistic and intuitive user interface to construct and run queries, manage data, and automate tasks among other functions.

What prework is needed?

Learners are expected to have basic knowledge of SQLite and completed the course pre-requisites.

Duration

0.5 days / 4 learning hours

Mode of Training

Online via Zoom (Public)
Online or onsite (Private)

Benefits These Jobs

Database Owner, Manager, Administrator, Engineer

Course Objectives

- Navigate the Navicat user interface.
- Connect to database servers.
- Use Navicat to create queries.
- Import and export data.
- Control user access and manage roles.
- Automate and schedule database tasks.
- Backup database data.

Lessons and Topics

1. Navigate the UI
2. Setting Up SQL Database Connections
3. Database Interaction and Management
4. User Access and Security Management
5. Advanced Features and Automation

NAVICAT PREMIUM (SQLITE)

Lessons and Topics

Module 1: Navigate the UI

- Main Toolbar
- Navigation Pane
- Tab Bar
- Object Toolbar
- Object Pane
- Information Pane
- Status Bar

Module 2: Setting Up SQL Database Connections

- Setting Up a MySQL Connection
- Connecting via TCP/IP
- Configuring the SSL and SSH Tunnel
- Setting Up a PostgreSQL Connection
- Additional PostgreSQL-specific Settings
- Connecting to an SQLite Database File
- Saving and Managing Connections
- Troubleshooting Connection Issues

Module 3: Database Interaction and Management

- Viewing Tables
- Viewing Schemas and Metadata
- Using the Query Editor
- Importing Data: Import Wizard
- Importing Data: SQL File
- Importing Data: Data Transfer
- Exporting Data: Export Wizard
- Exporting Data: Data Synchronization
- Exporting Data: Dump SQL File
- Exporting Data: Query Results Export
- Inserting, Updating and Deleting Data Using Navicat
- Adding Indexes
- Understanding Foreign Keys & Constraints

Module 4: User Access and Security Management

- Creating New Database Users
- Assigning Roles and Access Control
- Granting and Revoking Privileges
- Using Strong Authentication Methods
- Restricting Access via IP Whitelisting

Module 5: Advanced Features and Automation

- Creating Complex Queries without Writing SQL
- Joining Multiple Tables
- Scheduling Backups and Exports
- Automating Routine Queries via Task Scheduler
- Syncing Schema and Data between Databases
- Performing Backups & Restoring Databases

MEET OUR TRAINERS



KHAI SAN BANH

CEO-CFO Co-founder

With 20+ years of experience, including 15 years at HSBC, Khai San leverages her expertise in Risk Management and Data Governance to transform complex analytics into actionable business solutions.



JIMMY ZHANG

With 8+ years of experience as a solution architect, Jimmy specializes in enterprise BI deployments and data warehouse implementations, delivering powerful analytics solutions across multiple industries.



NANDITHA ELANGO

Manager

With 7+ years in Data Analytics and Decision Sciences, Nanditha has led impactful projects across industries, delivering advanced BI solutions and driving data-driven decision-making.



LAY PENG CHUA

Manager

With over 20 years as a Technical Architect, Lay Peng specializes in ETL and dashboard development, delivering impactful insights across industries, including logistics, healthcare, and technology.



ZEN LIM

Senior Associate

With 9 years of experience, Zen specializes in Business Intelligence and Analytics, delivering impactful solutions like marketing dashboards and credit scoring insights for global clients.



PURVI MAHESHWARI

Senior Associate

Purvi brings 3+ years of experience in consulting for Real Estate and Banking sectors, specializing in data visualization and analytics to support strategic business decisions and digital transformation.

TESTIMONIALS

*Propel yourself forward with the help of Sprint Milestone.
Here are some reviews about our courses from previous learners:*

“

Purvi was an amazing instructor. Instructions were very clear and she went out of her way to answer any and all questions brought up.

”

“

The instructor was really engaging and explained the concepts very well so it's easy to understand no matter the content knowledge of the users

”

“

Practical lesson exercises made it easy to understand concepts. Also, Zen's handwritten notes made concepts really clear and super helpful.

”

ABOUT US

WHO WE ARE

We are experienced professionals, with real experience executing strategy and analytics to deliver business outcomes.

Our trainers are market practitioners in the area of business intelligence, consulting and analytics and come from competitive economic centres such as Hong Kong and Singapore.

WHY CHOOSE US?

We're not just trainers; we're industry experts committed to transforming you or your team into analytics leaders. Our training goes beyond theory, equipping you with real-world skills to drive business success.

TEACH

ABOUT US

Developing data management and analytics capabilities on the global stage



We support our customers to become more AI driven and drastically increase the value of their data



We identify the best technologies able to disrupt our customer's value chain by generating new use cases.



100+ customers across industries including Financial Services, Industrials, and B2C with 60% of customers being part of the Fortune Global 500 ranking



Our senior partners have more than 2 decades of experience in marketing, operations, strategy and risk management analytics

ABOUT US

*We serve and develop our clients across
18 countries with strong growth in the
Asia Pacific region*



Hong Kong
Singapore
Malaysia
Cambodia
China
Korea
Indonesia
Australia
Philippines
Taiwan
Thailand
Bangladesh
Nepal
Vietnam
United Kingdom
Japan
India
United States

CONTACT US

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