



**OHIO
COMPUTER
ACADEMY**
INSPIRE • EDUCATE • EVOLVE

DATA ANALYSIS USING POWER BI DESKTOP - LEVEL 1 - REPORT BUILDER

Workforce technology training
in 16 instructional hours

**Instructor-led
Live Online or In Person**

6 Modules | 16 hours | Beginner to Intermediate

<https://ohiocomputeracademy.com/>



■ Live instructor-led sessions

■ Hands-on workplace exercises

■ TechCred eligible credential title

Duration

16 hours

6 modules

Format

Instructor-led

Live online or in person

Level

Beginner to Intermediate

See prerequisites

Certificate

Included

On meeting completion requirements

COURSE OVERVIEW

This credential develops the core Power BI Desktop skills needed to build business reports. Participants connect to data sources, shape and clean data in Power Query, create a working data model, and build report pages with visuals, filters, and slicers that answer defined business questions.

WHO SHOULD ATTEND

Professionals in reporting, operations, finance, sales, and analytics roles who need to build and maintain business reports.

PREREQUISITES

Basic computer skills and familiarity with spreadsheet data. No prior Power BI experience is required.

Live online or in person at our Dublin, Ohio training center

Participants who meet the completion requirements receive an Ohio Computer Academy certificate bearing the exact credential name shown.

LEARNING HIGHLIGHTS

- 16 instructional hours, taught live by an instructor, not recordings.
- Delivered live online or in person at our Dublin, Ohio training center.
- Guided demonstrations of every key skill.
- Hands-on exercises using realistic business datasets and scenarios.
- Practical workplace application built around workplace tasks.
- A final applied assessment of the required competencies.
- An Ohio Computer Academy certificate bearing the exact credential name.

LEARNING OUTCOMES

By the end of this course you will be able to:

- Connect Power BI Desktop to files, databases, and other common data sources
- Shape, clean, and combine data using Power Query
- Build a working data model with tables and relationships
- Create core visuals including bar, line, table, matrix, card, and map visuals
- Apply filters, slicers, sorting, and drill down to make reports interactive
- Publish reports and share them with report consumers

WHY EMPLOYERS CHOOSE OHIO COMPUTER ACADEMY

- **Instructor-led, not recordings.** Every session is taught live, online or in our classroom.
- **Built around workplace tasks.** Programs use realistic business datasets and scenarios.
- **Local to central Ohio.** Our training center is in Dublin, minutes from the Columbus corridor.
- **Flexible scheduling.** Cohorts are arranged around shift patterns and business hours, including private cohorts for a single employer.

CURRICULUM

Six modules across 16 instructional hours: guided demonstrations, hands-on exercises, practical workplace application, and a final applied assessment.

MODULE 1	Power BI Desktop and the reporting workflow
MODULE 2	Connecting to data sources
MODULE 3	Shaping and cleaning data in Power Query
MODULE 4	Building the data model and relationships
MODULE 5	Designing report pages and visuals
MODULE 6	Interactivity, publishing, and sharing

HOW YOU WILL LEARN

STEP 1 Watch it done Guided demonstrations by your instructor	STEP 2 Practice Hands-on exercises on realistic business data	STEP 3 Apply it Practical workplace activities	STEP 4 Show it A final applied assessment
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DELIVERY AND COMPLETION REQUIREMENTS

Delivery is instructor-led and available live online or in person. The credential includes 16 total instructional hours, guided demonstrations, hands-on exercises, practical workplace activities, and a final applied assessment. Participants must meet attendance requirements, complete assigned activities, and demonstrate the required competencies in the final assessment.

HOW YOUR PROGRESS IS CHECKED

There are three completion requirements. Participants must:

- 1 Meet attendance requirements
- 2 Complete assigned activities
- 3 Demonstrate the required competencies in the final applied assessment

YOUR CREDENTIAL

Participants who successfully complete the requirements receive an Ohio Computer Academy certificate bearing the exact credential name:

Data Analysis Using Power BI Desktop - Level 1 - Report Builder

The same exact name will appear on the participant's:

Enrollment record

Itemized invoice

Completion record

Certificate

Inclusion of a credential on the state list does not confirm that training delivered by every organization is reimbursable. Employer awards and reimbursement eligibility are determined exclusively by the State of Ohio.

FAQS

Who should take this course?

Professionals in reporting, operations, finance, sales, and analytics roles who need to build and maintain business reports.

What do I need before I start?

Basic computer skills and familiarity with spreadsheet data. No prior Power BI experience is required.

How is the course delivered and how long does it take?

16 instructional hours across six modules. Delivery is instructor-led and available live online or in person at our Dublin, Ohio training center.

Can we arrange training for our own team?

Yes. Cohorts are arranged around shift patterns and business hours, including private cohorts for a single employer.

What do participants receive?

Participants who successfully complete the requirements receive an Ohio Computer Academy certificate bearing the exact credential name: Data Analysis Using Power BI Desktop - Level 1 - Report Builder.

Is this course covered by TechCred?

This credential title currently appears on Ohio's TechCred eligible credential list, and Ohio Computer Academy is listed as an eligible TechCred training provider on the State of Ohio's TechCred website. Employer awards and reimbursement eligibility are determined exclusively by the State of Ohio.

How do I ask about schedules and tuition?

Contact us at techcred@ohiocomputeracademy.com or info@ohiocomputeracademy.com, or call 614-927-0647 or +1-866-648-7284.

TECHCRED PROGRAM INFORMATION

The State of Ohio's TechCred program is administered by the State of Ohio. Application periods, eligibility requirements, credential listings, and reimbursement amounts are published and updated by the State. Employers should verify current requirements on the official State of Ohio website.

State of Ohio's TechCred program

<https://development.ohio.gov/business/workforce-development/tech-cred>

ELIGIBLE TRAINING PROVIDER

Ohio Computer Academy is listed as an eligible TechCred training provider on the State of Ohio's TechCred website.

Employers should verify the applicable credential and current program requirements directly with the State of Ohio before applying, enrolling employees, or incurring training costs.

STATE-REGISTERED CAREER SCHOOL

Ohio Computer Academy is registered with the Ohio State Board of Career Colleges and Schools, **School Registration No. 2395**. Registration does not constitute endorsement, recommendation, approval, or certification by the TechCred Program, the State of Ohio, or any State agency.

IMPORTANT NOTICES

- Inclusion on the State of Ohio's list of eligible TechCred training providers does not constitute endorsement, recommendation, approval, or certification of Ohio Computer Academy by the TechCred Program, the Ohio Department of Development, the Governor's Office of Workforce Transformation, or the State of Ohio.
- Employer eligibility, credential eligibility, awards, and reimbursement are determined exclusively by the State of Ohio. Program requirements and amounts may change. Employers should verify current requirements on the official State of Ohio website before applying, enrolling employees, or incurring training costs.

**START YOUR LEARNING
JOURNEY TODAY!**

**Instructor-led
Live Online or In Person
Hands-On**

16 hours | 6 Modules

- ☐ <https://ohiocomputeracademy.com/>
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***Data Analysis Using Power BI Desktop - Level 1 - Report
Builder***

5900 Sawmill Road, Suite 150, Dublin, OH 43017 | MBE Certified Organization

**ENROLL
NOW!**