

Draft Agenda

Time (Eastern)	Day 1	Day 2	Day 3	Day 4	Day 5
10:00 AM	Welcome & Introductions	Day 1 Review	Day 2 Review	Week 1 Review	Capstone Project Review
11:00 AM	Module 1: Excel Basics - Getting Started	Module 3: Creating Charts	Module 5: Visual Basic & Dashboards		
	Break	Break	Break		
12:00 PM	Excel Basics (Continued)	Creating Charts (Continued)	Visual Basic & Dashboards (Continued)		Group Time to Work on Capstone Projects
1:00 PM	Lunch	Lunch	Lunch		Lunch
2:00 PM	Module 2: Probability, Statistics, and Simulation	Module 4: Data Query and Additional Analysis	Module 6: Presenting Results to Senior Leaders		
3:00 PM	Break	Break			Capstone Project Presentations
			Break	Capstone Project Review	
4:00 PM	Probability, Statistics, and Simulation (Continued)	Data Query and Additional Analysis (Continued)	Presenting Results to Senior Leaders (Continued)		
				Wrap-Up & Team Assignment	Wrap-Up & Conclusion
	In-Class Homework	In-Class Homework	Wrap-Up		
5:00 PM					
			Optional Homework Time or Capstone Project Q&A		
	Wrap-Up	Wrap-Up			
6:00 PM					

Register: <https://www.mors.org/Events/Certificates/Certificate-in-Excel-Functions-for-Data-Analysts>