QueBIT®

Trusted Experts in Business Analytics

Business Analytics Training Catalog

Why use QueBIT for training?

QueBIT aims to make it easy to help you find the right information. Our mission is to empower you with the training you need, so that you can apply analytic techniques with confidence. We want you to succeed and see the power in the data that is at your fingertips, so that you can make better informed decisions. QueBIT is a full-service operation, offering flexible training sessions to meet your busy schedules. Our training is presented by certified, expert, technical trainers.

QueBIT will support your training needs for all the IBM Business Analytics products: TM1, Business Intelligence, and SPSS. QueBIT Consulting, LLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit.

Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

The Value of Choice
Training Options

Self-Paced, Interactive Training is a modern process of learning that is uniquely different to traditional classroom based training. The student is trained through an intelligence driven process of intuitive, computer-based interaction. This method of learning has been shown to be an effective method, because students can set their own pace of learning while interacting hands-on with the course material, which avoids "learning gaps" that often impede progress.

Onsite, Instructor-Led Training is considered to be most effective, which involves real-time interaction, in-depth information sharing and a direct response to questions. Few educational opportunities are considered more valuable than meeting and interacting with an instructor or staff support for various programs.

Online, Instructor-Led Training allows participation anywhere with internet access. Class slides, demonstrations, and relevant documents can be viewed simultaneously via a web browser. Students save on travel time and expenses. Each web-based training course is facilitated by a QueBIT instructor and may include relevant staff members. Participants also have an opportunity to ask questions during the session.
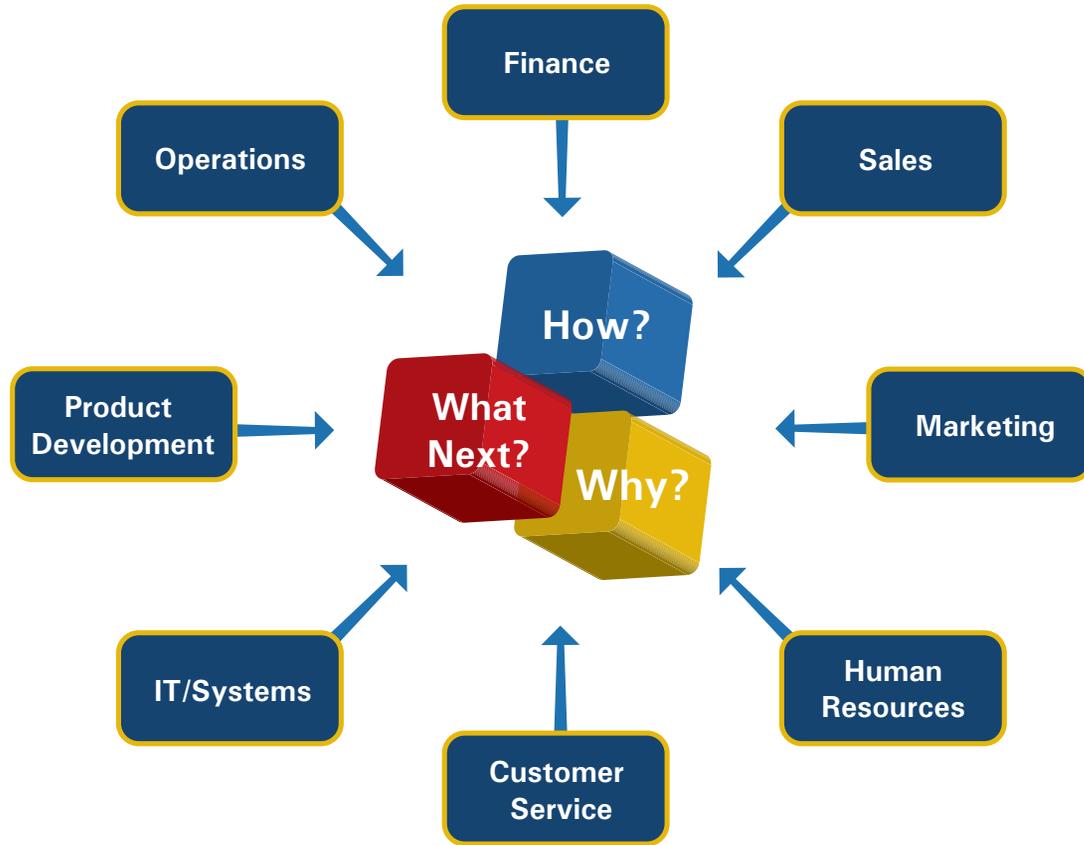
Business Analytics

Business analytics is a foundational catalyst to better and more intelligent decision making. Good decisions are the building blocks of great business performance. Business managers that embrace the fundamentals of best practice business analytics, begin their day by asking three simple questions:

How are we doing? Through the implementation of tools such as dashboards and scorecards, you can track your key metrics. These tools are vital to measuring and monitoring of your business performance.

Why? As a performance manager, you need to view critical data, gain insight, understand trends, and recognize anomalies. Reporting and analysis tools allow you to perform these functions effectively.

What should we be doing next? Reliable planning and budgeting tools are necessary to drive accurate forecasts. By implementing an effective business analytics and optimization solution, you can significantly improve your organization's decision making ability. The integrated approach to business analytics solutions allows you to focus on making decisions, instead of spending time gathering data or questioning timeliness or accuracy. The end result is better alignment, accountability, and performance.

Finance

Operations

Sales

Product
Development

How?

Marketing

What
Next?

Why?

IT/Systems

Customer
Service

Human
Resources

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Financial Performance Management Training

Financial Performance Management Training Roadmap

TM1 Training Roadmap	
ANALYSTS/ MANAGERS	ADMINISTRATORS/ DEVELEPORS
TM1 Introduction (2 days)	TM1 Introduction (2 days)
TM1 Exploration (1 day)	TM1 Exploration (1 day)
IBM CAFÉ for TM1 (1/2 day)	IBM CAFÉ for TM1 (1/2 day)
	TM1 Developer (3 days)
	TM1 Modeler Workshop (2 days)
	IBM Administration (1 day)
	Cognos Disclosure Management (3 days)

Analysts/Managers – Analysts/managers create their own IBM Cognos TM1 reports in order to analyze the business.
Developer – The developer is responsible for system installation, configuration, system optimization.
Administrator – The administrator is responsible for the overall administration of the Cognos products, including security, configuration, maintenance, and system optimization.

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IBM Cognos TM1 Introduction

2 day course

IBM Cognos TM1 capabilities span personal, functional, and enterprise requirements for planning, analysis, and reporting to help finance drive timely decision-making. Analysts and managers can use TM1 Perspectives, Microsoft Excel, or a web interface to analyze their business performance.

Overview: This course is intended for new clients who would need an overview of the tool, prior to attending a QueBIT design session. Attendees will learn to create views and spreadsheets, in order to analyze and modify financial data.

Knowledge Level: Introduction

Prerequisites: Knowledge of your organization's data and structure, as well as Excel experience is assumed.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Use TM1 for Model Analysis**
- **Explore Model Data**
- **Create Spreadsheets**
- **Perform "What-If" Analysis**
- **Organize and Distribute Results**

- **Create an Application and Dimensions**
- **Utilize TurboIntegrator**
- **Create Basic Business Rules**
- **Review Project Life Cycle**

IBM Cognos TM1 Exploration

1 day course

TM1 is a technology based on online, analytical, processing (OLAP). With TM1, you can quickly view and understand large sets of complex business data. Analysts and managers can use TM1 Perspectives, Microsoft Excel, or a web interface to analyze their business performance.

Overview: Attendees will learn to create views and spreadsheets, in order to analyze and modify data.

Prerequisites: Knowledge of your organization's data and structure, as well as Excel experience is assumed.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, students will be able to:

- **Use TM1 for Model Analysis**
- **Explore Model Data**
- **Create Spreadsheets**
- **Perform "What-If" Analysis**
- **Organize and Distribute Results**

IBM Cognos Analysis for Excel (CAFÉ) with TM1

1/2 day course

IBM Cognos Analysis for Microsoft Excel (CAFÉ) with TM1 brings the benefits of modern enterprise performance management to Microsoft Excel spreadsheets. It provides a way for business and financial analysts, line of business managers, and users to access data from a variety of sources, including IBM Cognos TM1 and IBM Cognos Business Intelligence, to perform analysis in a familiar Microsoft Excel spreadsheet environment.

Overview: Students will be able to create spreadsheet reports from multidimensional IBM Cognos TM1 models and IBM Cognos Business Intelligence sources, retain the power of Microsoft Excel functionality and formatting, while integrating with data between IBM Cognos TM1 and share results with IBM Cognos Business Intelligence-sourced reports in Cognos dashboards and reports.

Knowledge Level: Introduction

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Explore and Analyze TM1 Cube Data**
- **Retain Excel Functionality and Formatting**
- **Modify and Commit Data Back to TM1**
- **Share Results**

IBM Cognos TM1 Developer

3 day course

TM1 combines a powerful, multidimensional database engine, Microsoft Excel add-in, Server Explorer front end, web interface, turbo integrator, and extract transform and load (ETL) tool. The combination of these utilities will allow developers and end users to access multidimensional data with speed and efficiency, regardless of the source.

Overview: Attendees will learn to define dimensions, create cubes and apply security to your multidimensional data using Turbo Integrator. You will also be able to create basic rules to data in the cubes.

Prerequisites: Completion of TM1 Introduction or TM1 Exploration class is mandatory or equivalent skill set is required.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand OLAP and TM1 Servers**
- **Create and Mantain Dimensions**
- **Build and Populate Cubes**
- **Add Business Rules**

- **Create Currency Translations**
- **Implement Security**
- **Understand Best Practices**

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IBM Cognos TM1 Administration

1 day course

IBM Cognos TM1 capabilities span personal, functional, and enterprise requirements for planning, analysis and reporting to help the office of finance drive timely, decision-making.

Overview: This course is intended for end users, administrators, developers, who need to become familiar with TM1 tools that will assist in optimizing performance of the application(s).

Prerequisites: The completion of QueBIT's TM1 Introduction or Exploration and Developer classes or equivalent skill set is mandatory.

Knowledge Level: **Advanced**

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Understand the TM1 Architecture**
- **Operate the TM1 Server**
- **Apply Security**
- **Perform Backup and Recovery**
- **Understand other Administrative Jobs**

IBM Cognos TM1 Modeler Workshop

2 day course

TM1 combines a powerful, multidimensional database engine, Microsoft Excel add-in, allowing your organization to create budgets, forecasts, plans, and financial reports.

Overview: Attendees will learn to review end user requirements and reports to determine how to build a TM1 model effectively. The facilitator will be guiding you through the process of analyzing and building your model based on requirements given. Each part of the model is first discussed in detail, reports, and budgets are analyzed, and files are reviewed before students design and build models.

Prerequisites: Completion of QueBIT's IBM Cognos TM1 Introduction or Exploration and Developer course or equivalent skill set is mandatory. This course is intended for advanced developers/administrators, who have been maintaining a TM1 application for approximately six months to a year after taking QueBIT's TM1 Developer course.

Knowledge Level: Advanced

Performance Goals: Upon successful completion of this course, students will be able to:

- **Analyze Business Requirement**
- **Plan for Model Building**
- **Build an Effective Model**
- **Test Model Design**

IBM Cognos Disclosure Management

3 day course

The office of finance will use Cognos Disclosure Management to create typical reports, such as, statutory, corporate, industry, and internal reporting intended for management review boards, audit committees, and executive management.

Overview: Attendees will learn to create reports, including adding both numerical and text content. They will learn how to manage reports, once they have been created, including putting workflow into place and learning how to roll reports forward from one period to the next.

Knowledge Level: Introduction

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand Report Creation and Design**
- **Utilize Report and Query Variables**
- **Manage Workflow and Auditing**
- **Add Data Sources and Queries**
- **Add Checklists, Tasks and Dashboards**
- **Implement Security**

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Contact Information

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your organization to achieve results, please contact us at
800-QUEBIT1 or email us at training@quebit.com.

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49 Secor Road
Scarsdale, New York 10583**

Business Intelligence Training

Business Intelligence Roadmap

BI Administrator	BI Professional	Professional Author	Business Author	Business Analyst	Business Consumer
Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)	Introduction to Cognos Connection (1/2 Day)
Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	Cognos Workspace Introduction (1/2 Day)	
Cognos Workspace Advanced (2 Days)	Cognos Workspace Advanced (2 Days)	Cognos Workspace Advanced (2 Days)	Cognos Workspace Advanced (2 Days)		
Report Studio Introduction (2 Days)	Report Studio Introduction (2 Days)	Report Studio Introduction (2 Days)			
Report Studio Advanced (1 Day)	Report Studio Advanced (1 Day)	Report Studio Advanced (1 Day)			
Framework Manager (3 Days)	Framework Manager (3 Days)				
Dynamic Cubes (2 Days)					
OLAP Modeling (2 Days)					
Cognos Admin (2 Days)					

Analysis Studio, Query Studio, and CAFÉ can be added onto any of the above roles except for Business Consumer.

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IBM Cognos Introduction to Cognos Connection

1/2 day course

Cognos Connection is the web portal used to run reports, or create reports using Query Studio, Report Studio, or Analysis Studio. Cognos Viewer displays reports on the web.

Overview: Students will learn how to use IBM Cognos to view, save and print standard reports. Running reports, responding to prompts, saving prompt values, exporting to Excel and PDF, scheduling reports, and customizing Cognos Connection will be covered.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and Log in to IBM Cognos Connection**
- **Run Standard Reports**
- **Respond to Prompts**
- **Export to Excel, PDF and other Formats**
- **Print and Email Reports**

- **Customize Cognos Connection Home Page**
- **Schedule Reports to Run Unattended**
- **Create Portal Tabs & Dashboards**

IBM Cognos Workspace Introduction

1/2 day course

IBM Cognos Workspace is a web-based tool that allows you to use IBM Cognos content and external data sources to build sophisticated interactive workspaces that provide insight and facilitate collaborative decision making.

Overview: Students will learn to open and modify dashboards and then create their own dashboards for deeper analysis.

Prerequisites: Familiarity with an Internet browser and navigation is assumed.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, students will be able to:

- **Understand Cognos Workspace**
- **Create Workspaces**
- **View and Interact with Workspaces**
- **Collaborate with Cognos Workspace**

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IBM Cognos Workspace Advanced

2 day course

IBM Cognos Workspace Advanced is a web-based tool that allows users to create list reports, crosstabs, and visualizations using relational and or dimensional data.

Overview: Students will learn to perform deeper analysis and report authoring such as adding additional measures, conditional formatting, and advanced calculations. Attendees will create reports that show data in lists, crosstabs, and charts.

Prerequisites: Familiarity with an Internet browser and navigation is assumed.

Knowledge Level: **Intermediate**

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Create Crosstab, Chart, and List Reports**
- **Format Reports**
- **Manage Existing Reports**
- **Work with External Data**

IBM Cognos Analysis for Excel (CAFÉ) wth BI

1/2 day course

Built for use with existing versions of Microsoft Excel. Its single, intuitive interface for all exploration and analysis functions integrates seamlessly with the existing Excel workspace.

Overview: Students will learn to use IBM Cognos Analysis for Excel (CAFÉ) with BI to create ad-hoc reports. Topics covered will include building reports, sorting, filtering and calculation features. In addition, students will be introduced to CAFÉ formula mode.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: **Introduction**

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Start and Log in to IBM Cognos Analysis for Excel**
- **Create New Reports in Exploration Mode and Formula Mode**
- **Modify Existing Reports**
- **Add Calculation**
- **Create Filters**
- **Nest Items in Columns and Rows**

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IBM Cognos Query Studio

1/2 day course

Query Studio is a web-based tool used for ad-hoc queries. This tool is used by the business user. Query Studio can create simple reports showing a region of sales with automatic summaries and the reports can be opened in Report Studio for further design changes. Query Studio has been replaced with Workspace Advanced.

Overview: Students will learn to use Query Studio to create ad-hoc reports. Topics covered will include building queries, sorting, grouping, filtering and calculation features. In addition, students will be introduced to charts, crosstab reports, and Query Studio advanced features.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- Start and Log In to Cognos Connection
- Understand the Differences Between Query
- Studio & Report Studio
- Create Reports in Query Studio
- Filter Reports
- Create Detail and Summary Calculations
- Format a Report

Introduction to Analysis Studio

1 day course

Analysis Studio enables the guided exploration of information that pertains to all dimensions of your business, regardless of where the data is stored. Analyze and report against online analytical processing (OLAP) and dimensionally aware relational sources. Analysis Studio has been replaced with Workspace Advanced.

Overview: Students will learn how to work with packages and cube sourced data. Calculations, ranking and nesting categories with Analysis Studio will be used within reports created by the students. Modifying, printing and saving reports will be covered.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Introduction to Cognos Business Intelligence**
- **Understand Fundamentals of Analysis Studio**
- **Investigate Analysis**
- **Nest and Filter Data**
- **Create Advanced Crosstab Reports**
- **Filter Data**
- **Customize the Analysis**

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Report Studio Introduction

2 day course

Report Studio is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple query reports against multiple databases. With Report Studio, you can create any report that your company requires, such as sales, inventory, statements and dashboard reports.

Overview: Students will learn to create new reports in IBM Cognos Report Studio. Aggregation, summaries, grouping, and sorting will be covered. Students will create filters and prompts, add detail and summary calculations, format reports, and create list and crosstab reports.

Prerequisites: Completion or IBM Cognos Introduction to Congnos Connection or equivalent skill set is required.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course, students will be able to:

- **Navigate the Report Studio Interface**
- **Create and Modify Reports**
- **Focus Reports Using Prompts**
- **Extend Reports Using Calculations**
- **Present Data Using Maps**
- **Design Effective Reports**

- **Customize Reports with Conditional Formatting**
- **Drill-Through from One Report to Another**
- **Enhance Report Layout**

Report Studio Advanced

1 day course

Report Studio is a web-based tool that professional report authors use to build sophisticated, multiple-page, multiple-query reports against multiple databases. With Report Studio, you can create any report that your company requires, such as sales, inventory, statements and dashboard reports.

Overview: Students will learn to use Report Studio to create advanced dashboard-styled reports with multiple objects per page and briefing book-style reports with multiple pages.

Prerequisites: IBM Cognos Connection Introduction and Report Studio Introduction or equivalent knowledge is mandatory.

Knowledge Level: Advanced

- **Create Query Models & Reports**
- **Distribute Reports through Bursting**
- **Create Advanced Dynamic Reports**
- **Design Effective Prompts**
- **Enhance User interaction with HTML**
- **Create Additional Advanced Reports**

- **Drill Through Definitions**
- **Create Active Reports**

Framework Manager

2 day course

Framework Manager is used by the Cognos administrator to develop the model and packages that manage the data that can be read by Query Studio, Report Studio, Analysis Studio, Workspace Advance and/or CAFÉ.

Overview: Students will learn best practice modeling in Framework Manager. They will learn to create models that perform well and provide valid results while being intuitive to use and easy to maintain.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation. Knowledge of SQL and database concepts. Knowledge of OLAP cubes and dimensional modeling, familiarity with IBM Cognos reporting and administration is desired.

Knowledge Level: **Intermediate**

Performance Goals: Upon successful completion of this course, students will be able to:

- **Start and Run Framework Manager**
- **Work with Data Sources and Connections**
- **Use the Import Metadata Wizard**
- **Work with Query Subjects and Query Items**
- **Use the Diagram Window and Work with Relationships**
- **Add Filters and Calculations**
- **Work with Query Subjects and Query Items**
- **Understand Cardinality**
- **Customize Packages**

IBM Cognos BI Administration

2 day course

IBM Cognos Business Intelligence (BI) delivers the complete range of BI capabilities on a single, service-oriented architecture. Users will author, share, and analyze reports that draw on data across all enterprise sources for better business decisions.

Overview: Students will gain deep practical knowledge of the tasks necessary to maintain the Cognos system. They will learn will about the architecture and components of the system and installation options. Students will also learn how to monitor the health of the system, secure the environment, and manage data sources and content. They will also learn how to enable auditing and customize the Cognos experience for their environment.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Basic knowledge of Microsoft IIS and Microsoft SQL Server is assumed.

Knowledge Level: Advanced

Performance Goals: Upon successful completion of this course students will be able to:

- **Start and Run Cognos Configuration and Cognos Administration Console**
- **Monitor the Health and Performance of the System & Manage Data Sources**

- **Create Import and Export Packages for Backup and Disaster Recovery**
- **Apply Security to Control User Permissions and Capabilities**
- **Enable Auditing to Track User's Usage Patterns**
- **Create Skins to Customize the User Experience**

OLAP Modeling (Transformer)

2 day course

This course will cover creating online, analytical, processing (OLAP) multidimensional models using Transformer. Transformer is the administrator's tool used to build PowerCubes. Transformer has a point and click interface, providing a front end for the creation of cubes.

Overview: Students will learn how to work with Transformer to create Cognos PowerCubes. Datasources, dimensions, levels, measures, security, and cubes will be created by the students and published to the Cognos server for reporting.

Prerequisites: Knowledge of the use of a web browser is assumed. Knowledge of SQL and database concepts, OLAP Cubes, and dimensional modeling is required.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course students will be able to:

- **Start and Run IBM Cognos Transformer**
- **Add and Work with Data Sources**
- **Define Dimensions and Levels in the Dimension Map and Diagram**

- **Create New Measures and Measure Folders**
- **Customize Views with Security**
- **Create and Publish Cubes**

Our team can provide customized training using your data. This provides your team the opportunity to learn in a real-life situation and accelerates knowledge-transfer.

Contact Information

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49 Secor Road
Scarsdale, New York 10583

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IBM SPSS Training

IBM SPSS Courses

IBM SPSS
Modeler: The Fundamentals (3 days)
Modeler: Time Series Forecasting (1 day)
Statistics: The Fundamentals (3 days)

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IBM SPSS Modeler: The Fundamentals

3 day course

IBM SPSS Modeler is a data mining workbench that helps you build predictive models quickly and intuitively, without programming. Analysts typically use SPSS Modeler to analyze data by performing data mining and then deploying models.

Overview: Students will learn the basics of using IBM SPSS Modeler for a typical data mining session. Students will learn the fundamentals of data mining, data understanding, data preparation, modeling, evaluation, and deployment.

Prerequisites: No statistical or data mining background is necessary.

Knowledge Level: **Introduction**

Performance Goals: Upon successful completion of this course students will be able to:

- **Define Data Mining and Advanced Analytics**
- **Understand the Essential Elements of Data Mining and Modeling Methods**
- **Discuss the Cross Industry Standard Process for Data Mining (CRSIP-DM)**
- **Assess, Integrate and Read Data**
- **Handle Missing Data and Outliers**

- **Construct Fields**
- **Reformat and select Data**
- **Assess Relationships**
- **Use Decision Trees**
- **Understand Model Predictions**
- **Evaluate and Deploy Models**

Time Series Forecasting with IBM SPSS Modeler

1 day course

IBM SPSS Modeler is a data mining workbench that helps you build predictive models quickly and intuitively, without programming. Analysts typically use SPSS Modeler to analyze data by performing data mining and then deploying models.

Overview: Students will learn the basics of using time series in IBM SPSS Modeler, including how to use the time intervals, time plot, time series, and time series streaming nodes. Students will also learn how to create time series models using the expert modeler or by using exponential smoothing or autoregressive, integrated, moving average (ARIMA) models, understand how to measure a model's performance, handle outliers, and apply time series models to new data.

Prerequisites: Completion of IBM SPSS Modeler: The Fundamentals or an introductory statistics course and experience with IBM SPSS Modeler is a requirement.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course students will be able to:

- **Monitor the Health and Performance of the System and Manage Data Sources**
- **Create Import and Export Packages for Backup and Disaster Recovery**
- **Apply Security to Control User Permissions and Capabilities**
- **Enable Auditing to Track User's Usage Patterns and Create Skins to Customize the User Experience**

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IBM SPSS Statistics: The Fundamentals

3 day course

IBM SPSS Statistics addresses the entire analytical process, from planning to data collection to analysis, to reporting and deployment. Analysts typically use SPSS Statistics to analyze data by testing hypotheses and then reporting the results.

Overview: Students will learn the basics of using IBM SPSS Statistics for a typical data analysis session. Students will learn the fundamentals of reading data and assigning variable properties, data transformation, data analysis, data presentation, aggregation, and merging of files.

Prerequisites: No statistical background is necessary.

Knowledge Level: **Introduction**

Performance Goals: Upon successful completion of this course students will be able to:

- **Know the Basic Steps of Analysis**
- **Read Data and Assigning Variable Properties**
- **Utilize the Data Editor: Tools and Exploring Data**
- **Summarize Individual Variables**
- **Transform Data Values: Single & Computing Variables**
- **Describe Relationships Between Variables**
- **Use Viewer Output Tools and Export Output**
- **Select Cases and Aggregate Data**
- **Merge Files**

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Self-Paced, Online Training

Self-Paced, Online Courses

IBM TM1	IBM Cognos BI	IBM SPSS
IBM TM1 Exploration (4 hour, self-paced)	Introduction to Cognos Connection (4 hour, self-paced)	IBM SPSS Modeler - QuickStart (7 hour, self-paced)
IBM Cognos Analysis for Excel (CAFÉ) for TM1 (4 hour, self-paced)	IBM Cognos Workspace Introduction (4 hour, self-paced)	IBM SPSS Statistics - QuickStart (7 hour, self-paced)
IBM TM1 Web Interface (4 hour, self-paced)	IBM Cognos Workspace Advanced (8 hour, self-paced)	
IBM TM1 Applications (8 hour, self-paced)	IBM Cognos Analysis for Microsoft Excel (CAFÉ) (4 hour, self-paced)	

Go to Learn.QueBIT.com to register.

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QueBIT's Generic, Self-Paced, Online Training

QueBIT's self-paced, online courses enhance your learning experience by allowing you to set your own pace and interact within the course.

Overview: QueBIT's self-paced, online courses bring together video, animation, instructor narration, hands-on product experience with interactive help and guidance for a fast and effective state-of-art learning experience. Students learn how to use the solution in a course that is more relevant to their daily jobs, which results in a quicker path to productivity.

Key Benefits:

- **Provides standardized training, ensuring a consistent message across the corporation**
- **Decreases time exployees are away from their job**
- **Training is more convenient for employees - it is anytime, anywhere**
- **Training is available to a larger audience for less cost than instructor-led training**
- **The company saves money on travel expenses, instructor/trainer costs and classroom facilities costs**
- **Students will have access to a web-based application for up to 30 days**

Go to Learn.QueBIT.com to register.

QueBIT's Customized, Self-Paced, Online Training

QueBIT's customized, self-paced, online courses enhance your user's learning experience by ensuring the training reflects your business goals.

Overview: QueBIT's customized, self-paced, online courses bring together video, animation, instructor narration, hands-on product experience with interactive help and guidance for a fast and effective state-of-the-art learning experience. Employees learn how to use the solution in a course that is more relevant to their daily jobs, which results in a quicker path to productivity as they are learning using their product data. Since employees are familiar with their data, they do not experience a learning curve as they would on a generic course and therefore experience "real-world" training.

Key Benefits:

- Training is customized and tailored to your company's culture and application
- Provides standardized training ensuring a consistent message
- Decreases time employees are away from their job
- Training is more convenient for employees - it is anytime, anywhere
- Training is available to a larger audience for less cost than online training
- The company saves money on travel expenses, instructor/trainer costs and classroom facilities costs
- Employees have access to retake course as many times as they need for up to 1 year

IBM Cognos TM1 Exploration
8 hour (Self-Paced, Online)

IBM Cognos TM1 Exploration is an eight hour, self-paced, online, interactive training course. IBM Cognos TM1 is a technology based on online, analytical, processing (OLAP). With TM1 you can quickly view and understand large sets of complex business data. Analysts and managers can use TM1 Perspectives and Microsoft Excel, and Server Explorer to analyze their business performance.

Overview: Attendees will learn to create spreadsheets and views in order to analyze data.

Prerequisites: Knowledge of your organization's data and structure, as well as Excel experience is necessary.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course students will be able to:

- **Use TM1 for Model Analyses**
- **Explore Model Data**
- **Modify Data within Views and Websheets**
- **Perform "What-If" Analysis**

IBM Cognos Analysis for Excel (CAFÉ) with TM1

4 hour (Self-Paced, Online)

IBM Cognos Analysis for Microsoft Excel (CAFÉ) with TM1 is an eight hour, self-paced, interactive training course that brings the benefits of modern enterprise performance management to Microsoft Excel spreadsheets. It provides a way for business and financial analysts, line-of-business managers, and users to access data from a variety of sources, including IBM Cognos TM1 and IBM Cognos BI to perform analysis in a familiar Microsoft Excel spreadsheet environment.

Overview: Students will be able to create spreadsheet reports from multidimensional IBM Cognos TM1 models and IBM Cognos BI sources. Retain the power of Microsoft Excel functionality and formatting while integrating with data between IBM Cognos TM1 and share results with IBM Cognos BI-sourced reports in Cognos dashboards and reports.

Prerequisites: Knowledge of the use of web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course students will be able to:

- **Explore and Analyze TM1 Cube Data**
- **Retain Excel Functionality and Formatting**
- **Modify Data and Commit Data Back to TM1**
- **Share Results**

IBM Cognos TM1 Web Interface

4 hour (Self-Paced, Online)

IBM Cognos TM1 Web Interface is a four hour, self-paced, online interactive training course. IBM Cognos TM1 is a technology based on online, analytical, processing (OLAP). With IBM Cognos TM1, you can quickly view and understand large sets of complex business data. Analysts and managers can use TM1 Web Interface to analyze their business performance.

Overview: Attendees will learn to navigate views and websheets, in order to review and edit data via the TM1 Web interface.

Prerequisites: Knowledge of your organization's data and structure, as well as navigating within a web browser is assumed.

Knowledge Level: **Introduction**

Performance Goals: Upon successful completion of this course students will be able to:

- **Navigate IBM Cognos TM1 Web Interface**
- **View and Edit Data in Formatted Excel Reports**
- **Drill, Pivot, Select, and Filter Data**
- **Modify Data and Create "What-If" Scenarios**

IBM Cognos TM1 Applications

4 hour (Self-Paced, Online)

IBM Cognos TM1 Applications is a four hour self-paced, online interactive training course. IBM Cognos TM1 is a technology based on online, analytical, processing (OLAP). With IBM Cognos TM1, you can quickly view and understand large sets of complex business data. Business analysts, contributors, and reviewers can use IBM Cognos TM1 Applications to navigate and interact with TM1 multidimensional cubes.

Overview: Attendees will learn to navigate and interact with TM1 multidimensional cubes and websheets within IBM Cognos TM1 Applications, in order to analyze and modify data.

Prerequisites: Knowledge of your organization's data and structure, as well as MS Excel experience is assumed.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course students will be able to:

- **Use TM1 for Model Analyses**
- **Explore and Modify Model Data**
- **Modify Data within Websheets**
- **Perform "What-If" Analysis**

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Introduction to IBM Cognos Connection

4 hour (Self-Paced, Online)

Introduction to IBM Cognos Connection is a four hour, self-paced, online interactive training course. IBM Cognos Connection is the web portal used to run or create reports using Query Studio, Analysis Studio, Workspace, CAFÉ or Report Studio. Cognos Viewer displays reports on the web.

Overview: Students will learn how to use IBM Cognos Connection to view, save, and print standard reports. Running reports responding to prompts, saving prompt values, exporting to Excel and PDF, scheduling reports, and customizing Cognos Connection will be covered.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: **Introduction**

Performance Goals: Upon successful completion of this course students will be able to:

- **Start and Log into Cognos Connection**
- **Run Standard Reports**
- **Respond to Prompts**
- **Export to Excel, PDF, and Other Formats**
- **Print and Email Reports**
- **Customize Cognos Connection Home Page**
- **Schedule Reports to Run Unattended**

IBM Cognos Workspace Introduction

4 hour (Self-Paced, Online)

IBM Cognos Workspace Introduction is a four hour, self-paced, online interactive training course. IBM Cognos Workspace is a web-based tool that allows you to use IBM Cognos content and external data sources to build sophisticated interactive workspaces that provide insight and facilitate collaborative decision making.

Overview: Students will learn to open and modify Workspaces dashboards and then create their own dashboards for deeper analysis.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course students will be able to:

- **Understand IBM Cognos Workspace and Workspace Advanced**
- **Create Workspaces**
- **View and Interact with Workspaces**
- **Collaborate with IBM Cognos Workspace**

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IBM Cognos Workspace Advanced

8 hour (Self-Paced, Online)

IBM Cognos Workspace Advanced is a web-based tool that allows users to create list reports, crosstabs, and visualizations using relational and or dimensional data.

Overview: Students will learn to perform deeper analysis and report authoring such as adding additional measures, conditional formatting, and advanced calculations. Attendees will create reports that show data in lists, crosstabs, and charts.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Intermediate

Performance Goals: Upon successful completion of this course students will be able to:

- **Create Crosstab, Chart, and List reports**
- **Format Reports**
- **Manage Existing Reports**
- **Work with External Data**

IBM Cognos Analysis for Excel (CAFÉ) wth BI
4 hour (Self-Paced, Online)

IBM Cognos Analysis for Microsoft Excel (CAFÉ) with BI is a four hour, self-paced, online interactive training course. IBM Cognos Business Intelligence delivers the complete range of BI capabilities on a single, service-oriented architecture. CAFÉ enables business analysts, financial analysts, and business managers to explore and analyze data from IBM Cognos BI and IBM Cognos TM1 without the support of the IT department.

Overview: Students will be able to create spreadsheet reports from multidimensional IBM Cognos TM1 models, IBM Cognos BI sources, retain the power of Microsoft Excel functionality and formatting while integrating with data between IBM Cognos TM1 and share results with IBM Cognos BI-sourced reports in Cognos dashboards and reports.

Prerequisites: Knowledge of the use of a web browser to access the corporate intranet environment is assumed. Familiarity with Microsoft Windows and basic navigation.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course students will be able to:

- Explore and Analyze Data
- Retain Excel Functionality and Formatting
- Share Results
- Extend Analysis Capabilities

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IBM SPSS Modeler: QuickStart

7 hours (Self-Paced, Online)

IBM SPSS Modeler: QuickStart is a seven hour, self-paced, interactive training course, data mining workbench that helps you build predictive models quickly and intuitively, without programming. Analysts typically use SPSS Modeler to analyze data by peforming data mining and then deploying models.

Overview: Students will learn the basics of data mining and using IBM SPSS Modeler. Students will learn the fundamentals of the CRISP-DM process, navigating within Modeler, assessing data and reading data quality, combining files, constructing new fields, selecting cases, constructing decision tree models, evaluating models, and deploying models.

Prerequisites: No statistical or data mining background is necessary.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course, attendees will be able to:

- **Discuss the Cross Industry Standard Process for Data Mining (CRISP-DM)**
- **Be Familiar with the General Modeler Interface**
- **Read Data into Modeler and Assess Data Quality**
- **Combine Data Files and Derive Fields**
- **Select Cases**
- **Use Decision Trees to Build Models**
- **Evaluate and Deploy Models**

IBM SPSS Statistics: QuickStart

7 hours (Self-Paced, Online)

IBM SPSS Statistics: QuickStart is a seven hour, self-paced, interactive training course that addresses the entire analytical process, from planning to data collection to analysis, to reporting and deployment. Analysts typically use SPSS Statistics to analyze data by testing hypotheses and then reporting the results.

Overview: Students will learn the basics of using IBM SPSS Statistics for a typical data analysis session. Students will learn the fundamentals of reading data and assigning variable properties, selecting cases, data transformation, analysis, and presentation.

Prerequisites: No statistical background is necessary.

Knowledge Level: Introduction

Performance Goals: Upon successful completion of this course students will be able to:

- **Know the Basics steps of Analysis**
- **Read Data and Assigning Variable Properties**
- **Select Cases**
- **Summarize Individual Variables**

- **Transform Data Values: Single Variables**
- **Transform Data: Computing Variables**
- **Describe Relationships Between Variables**
- **Use Viewer Output Tools and Export Output**

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