# JUNIOR DATA ANALYST COURSERA LICENSE TERMS AND CONDITIONS

All Coursera Junior Data Analyst licenses will be provided by NPower Canada to Participants in Bootcamp of training, and can only be accessed as an active Participant of NPower Canada. Participants who are dismissed from the program, or choose to withdraw, will no longer have access to NPower Canada's Junior Data Analyst Coursera course shell, and therefore will forfeit their license. This includes any misuse or misbehavior of any kind as determined by NPower Canada staff.

## License Terms and Conditions

In order to maintain a license a participant must:
- Follow the expectations by Coursera regarding professional behavior in a virtual environment (ex. discussion forums, questions, etc)
- Follow the expectations provided by NPower Canada through the Participant Agreement
- Follow the Code of Conduct of online etiquette as provided by NPower Canada
- Maintain consistent communication with Staff, responding within 24 hours maximum
- Achieve 80% on Course Assessments before moving forward to the next Course
- Provide screenshot submissions through BlackBoard by the date provided below by **9:00am**
- Watch and complete all components of all Coursera content (80%+ progress and grade)
- Meet the Progress and Grade Milestones below:

| Course Title/Content | To Be Completed By: | Progress & Grade |
|---|---|---|
| **Course 1: Introduction to Data Analytics** | **Orientation: May 5, 2023** | 80%+ |
| Coursera Week 1 | Tuesday May 2 | |
| Coursera Week 2 | | |
| Coursera Week 3 | Wednesday May 3 | |
| Coursera Week 4 | | |
| Coursera Week 5 | Friday May 5 | |
| **Course 2: Excel Basics for Data Analytics** | **NPower Week 1: May 11, 2023** | 80%+ |
| Coursera Week 1 | Monday May 8 | 80%+ |
| Coursera Week 2 | | |
| Coursera Week 3 | Tuesday May 9 | |

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| Coursera Week 4 | | |
| Coursera Week 5 | Thursday May 11 | |
| **Course 3: Data Visualization and Dashboards with Excel & Cognos** | **NPower Week 2: May 15, 2023** | 80%+ |
| Coursera Week 1 | Friday May 12 | |
| Coursera Week 2 | | |
| Coursera Week 3 | Monday May 15 | |
| Coursera Week 4 | | |
| Azure Fundamentals: Part 1 | NPower Week 2: May 18 | 70%+ on Mock Tests |
| Azure Fundamentals: Part 2 | NPower Week 4: May 29 | 70%+ on Mock Tests |
| Azure Fundamentals: Part 3 | NPower Week 4: June 2 | 70%+ on Mock Tests |
| **BOOK & WRITE EXAM** | **NPower June 5  - June 12** | 65%+ on Practice Exam |
| **Course 4: Python for Data Science and AI** | **NPower Week 7: Jun 22, 2023** | 80%+ |
| Coursera Week 1 | Tuesday June 13 | |
| Coursera Week 2 | Friday June 16 | |
| Coursera Week 3 | Monday June 19 | |
| Coursera Week 4 | Tuesday June 20 | |
| Coursera Week 5 | Thursday June 22 | |
| **Course 5: Python Project for Data Analysis** | **NPower Week 7: Jun 26, 2023** | 80% |
| Coursera Week 1 | Friday June 26 | |
| **Course 6: Databases and SQL for Data Science** | **NPower Week 9: Jul 4, 2023** | 80%+ |
| Coursera Week 1 | Tuesday June 27 | |

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|---|---|---|
| Coursera Week 2 | | |
| Coursera Week 3 | Monday July 3 | |
| Coursera Week 4 | Tuesday July 4 | |
| Coursera Week 5 | | |
| **Course 7: Data Analysis with Python** | **NPower Week 11: Jul 20, 2023** | 80%+ |
| Coursera Week 1 | Monday July 10 | |
| Coursera Week 2 | Tuesday July 11 | |
| Coursera Week 3 | Friday July 14 | |
| Coursera Week 4 | Monday July 17 | |
| Coursera Week 5 | Tuesday July 18 | |
| Coursera Week 6 | Thursday July 20 | |
| **Course 8: Data Visualization with Python** | **NPower Week 12: Jul 28, 2023** | 80%+ |
| Coursera Week 1 | Friday July 21 | |
| Coursera Week 2 | Monday July 24 | |
| Coursera Week 3 | Tuesday July 25 | |
| Coursera Week 4 | Friday July 28 | |
| Coursera Week 5 | | |
| **Course 9: Data Analyst Capstone Project** | **Week 13: Aug 4, 2023** | 80%+ |
| Week 1: Data Collection | Monday July 31 | |
| Week 2: Data Wrangling | | |

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| Week 3: Exploratory Data Analysis | Tuesday August 1 | |
| Week 4: Visualization | | |
| Week 5: Building a Dashboard | Thursday August 3 | |
| Week 6: Final Assignment - Present Your Findings | Friday August 4 | |

## MICROSOFT AZURE FUNDAMENTALS EXAM VOUCHER TERMS AND CONDITIONS

All vouchers provided by NPower Canada to participants are provided to participants based on performance within training and are to be used **ONLY** for booking the Azure Fundamentals AZ-900 exam and Practice Exam to take by the date provided by Staff. By signing this document, you understand that the distribution of Vouchers for booking exams is at full discretion of NPower Canada staff, as they are fully qualified to assess your readiness for the exam. Use of the Vouchers for anything other than the purchase of assigned Practice Test & Exam booking will result in dismissal from the NPower Canada program.

**Voucher Terms and Conditions**
- You must demonstrate a passing grade (80%+) on at least 3 in-class review mock exams or have been granted an exception from an instructor based on significant progress within your mock scores to earn access to the AZ-900 Practice Exam
- You must complete the AZ-900 Practice exam and achieve 65% before proceeding with the Instructor to book your AZ-900 exam at no cost
- You must take your exam within the specified time during the weeks 4-6 in order to be eligible for a free 'voucher'.
- You must take the test on the agreed upon time and date as discussed with NPower Canada staff. Missing your appointment will result in a forfeiture of your exam voucher
- You must share your score with NPower staff by email, and online results provided by the testing center within 24 hours of the completion of the exam

**Scheduling and Taking Your Exam**

- You must present 1 piece of valid ID at the test center adhering to the following policies: https://www.psionline.com/certification/
- Confirmation emails are automatically sent for your exam appointment time. These must be forwarded to NPower Canada staff via email upon receipt.
- Contact the Test Service Provider if your confirmation email is not received the same day
- Exams ARE NOT to be rescheduled unless previously discussed with NPower Canada staff.

- Rescheduling an exam without permission or failing to appear for your appointment will result in the forfeiture of your exam voucher and possible dismissal from the program.
- NPower Canada is not responsible for any missed appointments you may incur.

**Online Test-taker Checklist**

Using the online proctoring system, PearsonVue, test takers will be taking their tests from their homes through an online proctoring system. The following are requirements for test takers:
- Secure a quiet, well lit room to take the exam
- Review of and successfully meeting all system requirements outlined below
- Pre-install Sentinel and create your biometric profile
- Bring your photo ID
- Bring a reflective surface (e.g. phone or mirror) to perform a room scan
- Clear your environment of all papers and writing instruments
- Disconnect external computer monitors from your laptop
- Headphones/earbuds are not permitted during the exam

Be ready to sit for the entire length of the exam - you cannot take a break or step away from the camera's view.

Your signature on this document indicates that you have read and agree to the above. If you have any questions or concerns, please connect with an NPower Canada staff member.

**Full Name:** _____GEORGE EDOHO_____  **Date:** _____01/05/2023_____

**Signature:** _____GE_____