GENETIC Computer SCHOOL ™
EXCELLENCE : INTEGRITY

Simply Better TRAINING
www.genetic.edu.sg

UTAP
Union Training Assistance Programme

3 days – Office 365 – Advanced Excel 2021 and Data Analytics – level 2
(TGS-2023018902)

Course Duration	24.00 Hours	**Full Fee** $560	**Subsidy & Nett Fees** Please refer to page 2	**Mode of Training** Classroom

Certification   Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore.

Entry Requirement

- Apply basic formula and functions (i.e. SUM, AVERAGE, COUNT, COUNTA, MIN, MAX, ROUND, IF)
- Understand how to use cell referencing (i.e. A1, A1)
- Minimum 1 year of working experience (with preference in using Excel)
- Speak, listen and read English at a proficiency level not lower than the WPL Level 4, and manipulate numbers at a not lower than the WPN Level 4.
- Minimal education qualification is GCE 'O' Level, GCE 'N' Level or ITE certificate.

Course Objective

Able to use intermediate to advanced Excel functions, formulas and charts. Able to get from different data source and combine into useful dataset. Able to remove duplicates data, unpivot data, and keep relevant data for analysis. Able to group data into category and using Pareto analysis to problem solve and improve processes.

On completion of this module each candidate will be able to:

• Empower learner to use intermediate to advanced excel formulas and functions, to handle company's data
• Get data from data source and prepare dataset for analysis
• Clean, transform, and shape data for analysis
• Identify root cause for problems, Categorise problems, Pareto Analysis to improve processes

Course Outline

• Excel Table design	• Remove Duplicate rows
• Duplicate worksheets	• Handle Missing data
• Ranges Names and its uses	• Correcting inaccurate data
• Conditional Formatting	• Separating data
• Custom Number format, Dates formulas	• Data Types
• extract data with Xlookup, Vlookup, Hlookup, Index and Match, VStack, HStack,	• Unpivot Data
• Filter, Unique, Sort functions	• Advanced Charts
• Spill error, Handling error	
	• Problems statement
• Countif, Sumif, Averageif	• Identify root cause for the problems
• 3D Reference, Pivot Table, Advanced Pivot Table, Slicer, Timeline	• Categorise problems
• Custom Sort and Filter,	• Set up Table
• Advanced Filter, SubTotal, Data Validation, Notes,	• Pareto Analysis
• Auditing, Track Changes	• Take Actions
• Macros	

Assessment
- Written Assessment
- Practical Assessment

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

Adobe AUTHORIZED Training Center

edutrust SINGAPORE PROVISIONAL
Cert No.: EDU-I-3168
Validity: 30/04/2024 - 29/04/2025

Genetic Computer School Pte Ltd
CPE/UEN No: 198902296M
Registration Validity Period:
24 June 2023 – 23 June 2027

Call 63397588 or email contact@genetic.edu.sg

Subsidy

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	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged **40 years old and above**	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
FUNDING Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	$560.00	$560.00	$560.00
SkillsFuture Funding	$280.00	$392.00	$392.00
Total Nett Fee	$280.00	$168.00	$168.00
GST (9% x $560)	$50.40	$50.40	$50.40
Total Fee Payable to Genetic Computer School Pte Ltd	**$330.40**	**$218.40**	**$218.40**
Age Group	**SC 21-39 years old and PR**	**SC 40 years old and above**	**Small Medium Enterprise**

Eligible for Claim Period: 14 Feb 2023 – 13 Feb 2025

Please refer to the below link for the Refund Table for SkillsFuture Courses:
https://www.genetic.edu.sg/refund-for-skillsfuture-courses/

Participant need to pass the test to get subsidy
SSG Advice:
Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their $500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

PSEA Funding is available for student aged 18-30 Years old (Please Call PSEA Hotline 62600777 to check your balance).
We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:
- **Using only own PSEA: http://go.gov.sg/psea-withdrawal-tp**
- **Using Sibling's PSEA: http://go.gov.sg/psea-withdrawal-tps**

NTUC members can enjoy 50% *unfunded course fees support for up to $250 each year when sign up for courses supported under UTAP. NTUC members aged 40 and above will get increased funding support from $250 to $500.
*unfunded course fees refer to the balance course fee payable after applicable government subsidies

To find out more on the UTAP funding, support validity period and submission for UTAP claim, please visit https://www.genetic.edu.sg/utap-funding/. T&C apply.

Note: Student must bring thumbdrive during the lesson.

The **Visual, Audio, Creative Content Professionals Association (Singapore)**, was formed in July 2021 to represent visual, audio, production, and creative content professionals and advance VICPA members' professional interests and work prospects. VICPA also provides guidance on fair standards and goodpractices as well as resources, work advisory, and business networking to safeguard and support the careers of freelance and self-employed creative professionals.
In supporting VICPA members with skills deepening programmes such as the courses offer by **Genetic Computer School**, VICPA members enjoy lower course fees through the Union Training Assistance Programme (UTAP) which provides 50% subsidy of the balance unfunded course fee, up to $250 per calendar year. Between 1 July 2020 to 31 December 2025, VICPA members aged 40 years and above will enjoy higher funding support up to $500 per calendar year, capped at 50% of unfunded course fee.
To be a VICPA member, simply sign up as at www.ntuc.co/VICPA
Please select 'VICPA' under the field for Company Name.

Visit www.vicpa.org.sg, www.instagram.com/vicpasg and www.facebook.:om/vicpasingapore for more information.

Effective From: 30/04/2024

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