

EXCELLENCE : INTEGRITY





www.genetic.edu.sg

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

	ourse uration	24.00 Hours	Full Fee \$560	Subsidy & N Please refer		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, \$A\$1) 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	and con Able to	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:						
	• Empov • Get da • Clean,	 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	 Duplica Ranges Conditi Custom extract Match, V Filter, L 	 Excel Table design Duplicate worksheets Ranges Names and its uses Conditional Formatting Custom Number format, Dates formulas extract data with Xlookup, Vlookup, Hlookup, Index and Match, VStack, HStack, Filter, Unique, Sort functions Spill error, Handling error 				licate rows ng data accurate data ata narts		
	 Countif, Sumif, Averagelf 3D Reference, Pivot Table, Advanced Pivot Table, Slicer, Timeline Custom Sort and Filter, Advanced Filter, SubTotal, Data Validation, Notes, Auditing, Track Changes Macros 				 Problems sta Identify root of Categorise pi Set up Table Pareto Analys Take Actions 	cause for the problems roblems sis		
<u>A:</u>		n Assessment cal Assessmei				Effective From: 30/04/2024		
SINGAPORE WORKFORCE SKILLS QUALIFICATIONS				HORIZED ing Center		Cert No.: EDU-J-3168 Validity: 30/04/2024 - 29/04/2025		

Call 63397588 or email contact@genetic.edu.sg



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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).

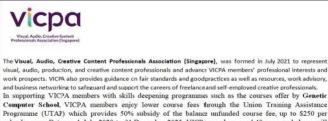
We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:

- Using only own PSEA: <u>http://go.gov.sg/psea-withdrawal-tp</u>
- Using Sibling's PSEA: <u>http://go.gov.sg/psea-withdrawal-tps</u>

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 <u>https://www.genetic.edu.sg/utap-funding/</u>. T&C apply.

Note: Student must bring thumbdrive during the lesson.



Programme (UTAP) which provides 50% subsidy of the balance unfunded course fee, up to 5250 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 5500 per calendar year, capped at 50% of unfunded course fee. To be a VICPA member, simply sign up as at <u>www.ntuc.co/VICPA</u> Please select VICPA' under the field for Company Name.

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



SINGAPORE WORKFORCE SKILLS QUALIFICATIONS





Genetic Computer School PteLtd CPE/UEN No: 198902296M Registration Validity Period 24 June 2023 – 23 June 2027 Call 63397588 or email contact@genetic.edu.sg