

2 days – Office 365 - Excel 2021 and Data Analytics – level 1 (TGS-2023018777)

Course Duration	16.00 Hours	Full Fee	\$460	Subsidy & Nett Fees	Please refer to page 2	Mode of Training	Classroom
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Entry Requirement

- Minimal education qualification is PSLE with 1 year of relevant working experience.
- Speak, listen and read English at a proficiency level not lower than the WPL Level 3, and manipulate numbers at a not lower than the WPN Level 3.

Course Objective

This module enables learner to understand how Excel functions manage data, and out-put data reports and charts. Able to collect data, gather data from system and external sources. Identify the Dataset that can provide the necessary information to answer the business questions. Understand how business statistics helps in business decisions.

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

- Work with Excel environment and save them in different file formats
- Enter data into cells, understand data types, apply basic formatting to numbers and text
- Apply formulas to compute, Understanding how Cell Reference is used in formulas
- Lookup functions to find values in a dataset, work in Excel Tables
- Charts, Page Layout, Views, Report Output
- Types of Errors and how to handle them
- Data Analysis, Data Types, Business Statistics

Course Outline

Business Statistics
Data Analysis Process and its Stages
Types of Data
Sources of Data

Excel environment
Workbook and Worksheet Structure
Data entry into worksheet, Copy, Paste data, Drag and Drop
Date, Text, Numbers, Formulas, Functions
Sum, Average, Min, Max, Count, CountA, Round, IF
vLookup to extract data
Cell Referencing in Formulae
Working with Excel Tables, Sort and Filter
Charts, Data Visualisations
Page Layout
Report Output
Views, Page break
Types of Errors

Get Data from other source
CSV files, Text Files
Files from Folders
Save, Open Files

Assessment:

- Written Assessment
- Practical Assessment

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	\$460.00	\$460.00	\$460.00
SkillsFuture Funding	\$230.00	\$322.00	\$322.00
Total Nett Fee	\$230.00	\$138.00	\$138.00
GST (8% x \$460)	\$36.80	\$36.80	\$36.80
Total Fee Payable to Genetic Computer School Pte Ltd	\$266.80	\$174.80	\$174.80
Age Group	SC 21-39 years old and PR	SC 40 years old and above	Small Medium Enterprise

Eligible for Claim Period: 6 Feb 2023 – 5 Feb 2025

Participant need to pass the test to get subsidy

SSG Advice:

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

Visit MySkillsFuture.gov.sg website (myskillsfuture.gov.sg) to choose for the courses available on the MySkillsFuture course directory.

PSEA Funding is available for student aged 21-25 Years old (Pls Call PSEA Hotline 62600777 to check your balance), Form for PSEA Funding is available from Genetic Computer School

Note: Student must bring thumbdrive during the lesson, a sweater