

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

**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** Able 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 (9% x \$460)	\$41.40	\$41.40	\$41.40
<b>Total Fee Payable to Genetic Computer School Pte Ltd</b>	<b>\$271.40</b>	<b>\$179.40</b>	<b>\$179.40</b>
<b>Age Group</b>	<b>SC 21-39 years old and PR</b>	<b>SC 40 years old and above</b>	<b>Small Medium Enterprise</b>

Eligible for Claim Period: 6 Feb 2023 – 5 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, a sweater**



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 good practices 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](http://www.ntuc.co/vicpa). Please select 'VICPA' under the field for Company Name.

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