

2 days – Data Analytics using Excel 365, 2021 – level 3 (TGS-2023019361)

Course Duration	16.00 hours	Full Fee	\$520	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**
- Minimum 1 year of working experience (know how to use Excel pivot tables, basic excel graphs)
 - 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 Excel to do correlation, regression analysis on variables, for prediction. Using moving average and forecast functions to project forecast.

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

- Practical Statistics functions
- Combine data from different sources, into a useful dataset
- Use Power Query functions to extract files, formulas
- Manage data with Pivot Table and Advanced Pivot Table e.g. average, StdDev, Show value as
- Histogram, Boxplot, IQR
- Correlations, Linear Regression, Moving Average, Forecast

Course Outline

Types of Data – Qualitative and Quantitative
Discrete and Continuous Data
Types of Statistical Analysis

Combine data from different sources
Make a useful Dataset
Power Query and Connections
Options Settings
Explore the data
Data Dictionary
Descriptive Statistics
Statistic Formulas

Levels of Data Literacy
Data literate for job role
Explore data with business questions
Pivot Table and Advanced Pivot Table
Charting with Histogram
Understand Types of Distribution
Boxplot, percentiles, quartile
Correlations
Linear Regression
Moving Average
Forecasting

Interpret pivot table report
Interpret Distribution
Correlations reports
Regression output report

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	\$520.00	\$520.00	\$520.00
SkillsFuture Funding	\$260.00	\$364.00	\$364.00
Total Nett Fee	\$260.00	\$156.00	\$156.00
GST (9% x \$520)	\$46.80	\$46.80	\$46.80
Total Fee Payable to Genetic Computer School Pte Ltd	\$306.80	\$202.80	\$202.80
Age Group	SC 21-39 years old and PR	SC 40 years old and above	Small Medium Enterprise

Eligible for Claim Period: 07/03/2023 – 06/03/2025

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>

Note: Student must bring thumbdrive during the lesson.