GENETIC Computer SCHOOL™
EXCELLENCE : INTEGRITY

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

Course Duration	Full Fee	Subsidy & Nett Fees	Mode of Training
16.00 hours	$520	Please refer to page 2	Classroom

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 This course is designed to empower the learner to use Excel as a statistical and analytical tools, to clean data and organize the data-driven insights and helps stakeholders to make informed decisions.

Learning Outcomes

LO1: Able to understand and apply useful statistical functions to compute, gather, review, analyzed data
LO2: Able to use formulas and Excel data analysis to get statistical data from dataset
LO3: Able to use tools and techniques to easily recognize trends and patterns in dataset
LO4: Able to gather summary output report to stakeholders for further analysis

Topics Covered

- Level of Data
- What is Data Analysis?
- Clean the dataset using Power Query
- Power Query Editor, Best Practices in Applied Steps
- Column Profiling, Data Quality and Distribution
- Errors handling, Data Layout, Bring in Folder data to Power Query
- Unpivot and Pivot – (4 types)
- Group By, Ranking, Conditional Column (if condition)
- Append Queries and Merge Different Tables Queries (get latest price list)
- Join Kinds, Date and Time transformation, Output to Pivot Table, Pivot Chart
- Data Model, DAX Measures, Power Pivot
- Create graphs – Histogram, Forecasting with Moving Average, Correlation, Linear regression, Boxplot

Course Outline

Types of Data – Qualitative and Quantitative
Discrete and Continuous Data, Level of Data
Clean the dataset using Power Query

What is Power Query? What Does Power Query Do?
Power Query Editor
Best Practice in Applied Steps
Data Types in Power Query
Numeric Precision and Null Formatting
Power Query Shortcuts

Data Dictionary

Options Settings
Explore the data
Data Dictionary
Column Profiling, Data Quality & Distribution

Descriptive Statistics
Analyze Data in Excel
Calculations

Levels of Data Literacy
Data literate for job role
Explore data with business questions

Errors handling at cell level, step level
Errors Reports
How to manage the Data Layout –
In Unpivot and Pivot columns
Group By data
Ranking
Conditional Column with IF
Append Queries
Merge Queries (Comparing tables and get Latest updated Price)
Data and Time Transformation in Power Query

Data Model in Power Pivot
One to Many relationships
DAX Measure
When to use Standard Pivot versus Power Pivot

Histogram
Forecasting with Moving Average
Correlation, Linear Regression
BoxPlot – IQR, Outliers
Interpreting Reports – Pivot Table

Effective From: 17/03/2025

WS SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

edutrust SINGAPORE
Cert No.: EDU-2-2169
Validity: 04/03/2025 - 03/03/2029

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 – 06/03/2027

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.