

# ICDL Data Analytics (Synchronous E Learning)

Participants will be awarded the **ICDL Certificate** upon successful completion of the course and pass the assessment.

## Course Objective

- Understand the key concepts relating to the application of data analytics in business.
- Understand and apply key statistical analysis concepts.
- Import data into a spreadsheet and prepare it for analysis using data cleansing and filtering techniques.
- Summarise data sets using pivot tables and pivot charts.
- Understand and apply data visualization techniques and tools.
- Create and share reports and dashboards in a data visualization tool.

## Course Outline

- Identify the main phases of data analysis: business understanding, data understanding, data preparation, modelling, evaluation, deployment.
- Recognise data protection considerations when
- Recognise data protection considerations when analysing data like: anonymise personal data if possible, comply with applicable data protection regulations.
- Calculate the central tendency value of a data set using a function: mean, median, mode.
- Calculate the variation of a data set: quartile, variance, range.
- Import data into a spreadsheet application: .csv file, spreadsheet, website table, database table.
- Validate that given values belong to a reference data set using the vlookup function.
- Extract values from a string using text functions: left, right, len, mid, find.
- Format a data set as a built-in table.
- Change the method of aggregation for a value: sum, average, count, minimum, maximum.
- Display multiple aggregation values.
- Display values as: % calculation, difference from specific values, running total, ranked.
- Automatically, manually group data and rename groups.
- Ungroup data.
- Insert and use slicers to filter single, multiple pivot tables.
- Insert and filter a timeline.
- Insert a pivot chart for an existing pivot table.
- Create a pivot chart from fields in a data set.
- Understand the concept of data visualization using reports and dashboards.
- Outline common visualizations like: charts, key performance indicators (KPIs), maps.
- Recognise common data visualization tools and their functions like: visualise data, publish and share business intelligence.
- Import a data set from a spreadsheet into a data visualization tool and save the file.
- Create tables in a report.
- Visualise data as a chart: column, bar, line, pie.
- Apply, edit font and background conditional formatting to show: high/low values, above/below average values.
- Apply, edit data bars.
- Apply, edit visual level filters.
- Publish a report.
- Create a dashboard.
- Share a report, dashboard using a link. Share a report to web.

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40 yrs/SMEs)**
- ❖ **Absentee Payroll**  
80% of hourly basic salary, capped at \$4.50/hour for non-SMEs and \$7.50/hour for SMEs.

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40	→	\$513.60	- \$432.00	= <b>\$81.60</b>
	- SC aged ≤ 39 - All SPR	→	\$513.60	- \$225.00	= <b>\$288.60</b>

All prices stated are inclusive of 7% GST

SC : Singapore Citizen  
 SPR: Singapore Permanent Resident  
 : Not Applicable

**SMEs** are defined as companies with  
 (i) at least 30% local shareholding; AND  
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

## Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Participant has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates  
 Duration : 2 days, 8:30am to 5.30pm (16 hours)  
 Mode of training : Online e learning using Zoom

**Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)**  
 Click on Training > Programmes & Courses > SNEFdigital

## Enquiries:

Vincent Sim DID: 6827 6919 / Training hotline: 6827 6927

Email : [vincent\\_sim@snef.org.sg](mailto:vincent_sim@snef.org.sg) / [onlinelearning@snef.org.sg](mailto:onlinelearning@snef.org.sg)