JAMES COOK INSTITUTE

WSQ Introduction to Data Analysis Using Excel & Power BI

COURSE DURATION
16 Hrs

COURSE REFERENCE NO.
TGS-2023020424

MODE OF TRAINING
Classroom

FUNDING VALIDITY
Till 01 Apr 2025

This course sets out the foundational skills and knowledge to introduce learners to data analysis using Excel functions and formulae and creation of data visualisation to generate business insights by identifying trends and patterns..

Course Objectives

By the end of this course, learners will be able to:
- Apply Excel functions and formulas to create statistical techniques like mean, median and regression analysis.
- Identify various trends and patterns from data sets using techniques for statistical analysis.
- Apply Statistical Functions for Data Analysis
- Identify Data Requirement with Stakeholder for Further Analysis

Who Is This Course For

- Relevant to PMETs who are new to data analysis and is keen to expand their knowledge of Excel to include the use of data analysis functions and dashboards as well as apply data visualisation tools for interactive data.

FULL FEE

$480

(Subject to 9% GST)

NETT FEE AFTER FUNDING

$187.20

SME OR Singaporean age 40 and above (Subject to 9% GST)
70% Course Fee Funded

$283.50

Non-SME OR Singaporean age 21 to 39 OR Singapore PR
(Subject to 9% GST)
50% Course Fee Funded

Subsidies Available Individual

SkillsFuture Credit
UTAP
PSEA

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Course Content

Learning Unit 1: Understand Data Analysis Process and Using

Functions for Statistical Analysis

- What is Data Analysis
- Benefits of Data Analytics
- The Data Analysis Cycle
- Data Protection Laws and Data Anonymity
- The 4 Types of Data Analysis
- The Types of Data
- What are Statistics?
- The Statistical Functions in Excel

Learning Unit 2: Importing and Shaping Data Sets for Analysis of

Trends and Patterns

- Custom number formats
- Data validation
- Worksheet grouping
- Paste special options

Learning Unit 3: Using Functions and Features to Create Statistical

Data Visualisation in Excel and Power BI

- Introduction to Power BI Desktop
- Navigating around Power BI
- Creating statistical visuals
- Creating conditional formatting to highlight patterns
- Creating trendlines and slicers

Learning Unit 4: Create Interactive Basic Visualisation and

Dashboards for Further Insights

- Introduction to basic DAX function and formulas
- Creating KPIs, Scorecards, Gauge visualization
- Publishing Power BI reports to Power BI Analysis Services

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