

## Professional Development Programme

# DATA ANALYTICS

The Data Analytics programme covers the fundamental concepts and abilities required to analyse statistics, prepare data sets, summarise data, and build data visualisations.

This programme is suitable for entrepreneurs, managers, or those who require real data analysis skills to produce analytics and insights.

Students will receive an ICDL Certification upon passing the assessment.

### Programme Outline

- Concept and statistical analysis
- Data set preparation
- Data set summarisation
- Data visualisation

### Objectives

- Understand the key concept of data analytics in business
- Apply statistical analysis concept to data sets
- Learn to import data into a spreadsheet and prepare it for analysis by carrying out cleansing and filtering
- Utilise pivot tables and pivot charts to summarise data sets
- Understand data visualisation tools and techniques, and know how to apply them when creating reports and dashboards

### Learning Mode, Duration and Fee

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,800	RM 1,800	RM 450

### Assessment Mode

Test (upon completion of training)

### Assessment Format

Candidates must pass the diagnostic test (80%) with up to 3 practice attempts before taking the certification test (75%). Both are conducted online via ICDL Skillbox and include multiple-choice and practical questions.

### Offered at

INTI International College Penang  
INTI International College Subang

### Intakes

MAY, SEPT, DEC