



SINGAPORE MANAGEMENT UNIVERSITY

Learn **simple** but **powerful** ways to work with **data**

Have you ever wondered how you could generate relevant information and gain insights from your data using Microsoft Excel? Become an Excel power user and increase your job efficiency by equipping yourself with emerging data analysis skills in an increasingly digitalised workplace.

About the Course

Developed in partnership with Deloitte, this basic level course is designed to equip you with relevant Excel skills for the purpose of analysing data in business applications.

You will learn how to import data from various sources, merge data and organise them for visual presentation, and analyse the data to gain insights to support decision making.

Key Takeaways

By the end of the 1-day course, participants will be able to

- Structure, clean, validate, and mine large datasets
- Prepare classic horizontal-vertical financial statement analyses
- Apply graphical and statistical analytics tools to reveal patterns, signals, and meanings in the data
- Produce robust project finance analyses (including NPV and RoI)
- Build simple models to forecast trends
- Create dashboards and geospatial presentations within MS Excel to aid communication

Prerequisites

Participants should be familiar with Microsoft Excel and be able to write and edit basic formulae and functions.

About the Trainer



Samuel Cammiss
Director
Deloitte SEA Innovation

Samuel is Director of the Deloitte Southeast Asia Innovation Team, an innovation unit that accelerates new products and services, builds new capabilities, and enables open innovation for Deloitte and our clients.

His experience spans the strategies and tactics of new business ventures and organisational transformation - seeking balance between innovation, risk, and sustainability.

In the field of innovation, Samuel works on

- Digital transformation, focussing on cognitive technologies and analytics
- Seeding and enabling innovation cultures through new skills and relationships
- Gearing new ventures and new collaborations for growth and resilience

His current projects are centered on technology foresight, open innovation, and risk management.

Assessment

Course assessment will be based on classroom exercises and case studies.

Certification

Upon successful completion of the course, participants will receive a certificate of participation issued by the Singapore Management University.

Funding

This course is subsidised by SkillsFuture Singapore (SSG). SkillsFuture Credit is also applicable for the course.

Course Fees

Full Fee: S\$856 per participant (including GST).

Nett fees payable per participant after SSG Funding:

- S\$256.80 (including GST) for Singapore Citizens and Singapore Permanent Residents
- S\$96.80 (including GST) for Singapore Citizens aged 40 years and above

Registration

Please click [here](#) to register for the course.



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