@ASK Training
Attitude | Skills | Knowledge

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS



PREREQUISITES

- At least 18 years old
- At least D7 in GCE O-Level English or equivalent
- Minimum of GCE 'O' or equivalent; OR
- NITEC/Higher NITEC, OR
- Candidates with other qualifications will be assessed on a case-by-case basis

DURATION

64-hour training course

- Classroom Learning (Face-to-Face): 58 hours
- Asynchronous e-learning: 1 hour
- Assessment: 5 hours

COURSE DATES

https://asktraining.com.sg/microsoft-excel-courses/professional-certificate-in-business-analytics-statistics-with-excel/

Course Code: **TGS-2025060799**

Professional Certificate in Business Analytics & Statistics with Excel

Course Description

The Professional Certificate in Business Analytics & Statistics with Excel is a comprehensive programme that integrates four sequential WSQ courses: Excel Essentials, Intermediate, Advanced, and Mastery, into a unified curriculum. Participants progress from fundamental spreadsheet operations to high-level data analysis techniques, gaining a deep proficiency in using Excel 365 for business analytics. The curriculum is aligned with the WSQ Skills Framework for Data and Statistical Analytics, ensuring that the skills taught are industry-relevant and standardised. Across the modules, learners build upon each skill area: starting with core Excel functions (data entry, formula creation, formatting, and basic charts) and descriptive statistics at the foundational level, then advancing to managing larger datasets, utilising lookup and logical functions, and creating dynamic visualisations in the intermediate stage.

The advanced module introduces complex analytical tools, including nested formulas, PivotTables/Charts, what-if scenario analysis, external data integration, and simple automation with macros to enable in-depth statistical analysis and efficient data handling. Finally, the mastery module focuses on advanced statistical techniques (probability distributions, regression analysis, ANOVA, forecasting) and array-based functions for big data analysis, culminating in the ability to model data and extract business insights at an expert level.

Course Objectives

- Demonstrate proficient use of core Excel features for data handling and reporting
- Manage, clean, and prepare data sets for analysis
- Analyse and visualise data using advanced Excel techniques
- Apply statistical methods for business analytics within Excel
- Integrate automation and advanced features to streamline analyses and communicate insights

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Course Description

Designed for working professionals, this certificate emphasises practical application: participants work through business-centric case studies and hands-on exercises in each course, ensuring they can confidently apply Excel skills to real-world data scenarios. Upon completion, graduates will have a well-rounded Excel skill set, from basics to advanced analytics, empowering them to organise data, perform robust statistical analyses, and effectively communicate data-driven findings in support of strategic business decisions

Learning Units

Module 1:
WSQ Microsoft Excel Essentials

- Introduction to Business Statistics & Application Fundaments
- Getting Started with Worksheets
- Introduction to Formulas and Functions
- Editing a Worksheet
- Managing Workbooks
- Managing Page Setup and Printing
- Working with Data Ranges
- Introduction to Charts

Module 2:
WSQ Microsoft Excel Intermediate

- Formulas and Functions
- Managing Workbooks and Protection
- Working with Data Ranges
- Working with Tables
- Working with Charts

Module 3:
WSQ Microsoft Excel Advanced

- Advanced Formulas and Functions
- Managing and Analysing Data Ranges
- Organising and Summarising Data
- Working with PivotTables
- Working with Web and External Data
- Working with Macros

All Modules are PSEA and UTAP claimable

Programme **Fee**

$1,471.50
(inclusive of 9% GST)

PROGRAMME FEE AFTER ELIGIBLE SWDA SUBSIDIES:

From S$526.50

(inclusive of 9% GST) after 70% SSWDA Subsidies

Self-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Singapore Citizens ⩾ **40 years old**	S$1,350.00	70% SkillsFuture Funding	S$526.50
Singapore Citizens, PRs or LTVP+ Holders ⩾ **21 years old**		50% SkillsFuture Funding	S$796.50

SkillsFuture Credits can be used on top of existing subsidies

Company-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ⩾ 21 years old	S$1,350.00	70% SkillsFuture Funding	S$526.50
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ⩾ 21 years old		50% SkillsFuture Funding	S$796.50
Non-SME Singaporean Citizens ⩾ 40 years old		70% SkillsFuture Funding	S$526.50

Singapore Citizens 21 years old and above who meet special criteria* may be eligible for Additional Course Fee Funding Support (AFS) of 95% Subsidy. AFS is only eligible for SkillsFuture Career Transition Programme applicants.

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