ICDL Professional

DATA ANALYTICS

The Data Analytics module covers the main concepts and skills needed to analyse statistics, prepare data sets, summarise data, and create data visualisations.

As technology is used more and more for everyday activities such as sales, production, logistics, and customer services, organisation are generating large sets of data which can be a valuable resource if evaluated correctly.

This module is suitable for entrepreneurs, managers, or workers who need practical skills in data analysis so that they can deliver business intelligence and insights.

Develop the skills needed to carry out data analysis, including summarisation and visualisation.

icdlasia.org

The Data Analytics module is part of ICDL Professional, designed to meet the needs of modern professionals in a range of sectors.

Main learning outcomes

Successful candidates will be able to prepare data for statistical analysis. After passing this module, candidates will feel confident using spreadsheets and other tools to present data sets in charts or tables, or using visualisation techniques. They will be able to:

- understand the main concepts of data analytics in business

- apply statistical analysis concepts to data sets

- know how to import data into a spreadsheet and prepare it for analysis with cleansing and filtering

- use pivot tables and pivot charts to summarise data sets

- understand data visualisation techniques and tools, and how they are used to create reports and dashboards

Module Overview	
Category	**Skill Set**
Concepts and Statistical Analysis	• Key Concepts • Statistical Analysis
Data Set Preparation	• Importing, Shaping • Filtering
Data Set Summarisation	• Pivot Table Data Aggregation • Pivot Table Frequency Analysis • Filtering Pivot Tables • Using Pivot Charts
Data Visualization	• Concepts and Setup • Visualization • Publishing and Sharing

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.

- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.

- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.

- ICDL modules focus on skills acquisition as well as an understanding of concepts.

- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.

- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.