



The Data Analytics – Foundation module sets out essential knowledge and skills relating to data analytics concepts, statistical analysis, data set preparation, data set summarisation and data visualisation.

After studying this module, candidates should be able to:

- Understand the key concepts relating to the application of data analytics in business.
- Understand and apply key statistical analysis concepts.
- Import data into a spreadsheet and prepare it for analysis using data cleansing and filtering techniques.
- Summarise data sets using pivot tables and pivot charts.
- Understand and apply data visualisation techniques and tools.
- Create and share reports and dashboards in a data visualisation tool.

#### WHAT ARE THE BENEFITS OF THIS MODULE?

- Creates awareness of the key concepts of data analytics.
- Develops a practical understanding of how to use data analytics in business.
- Developed with input from subject matter experts and practising professionals.

#### HOW DO I GET STARTED?

To find out more about this certification, please visit <https://icdlarabia.org/modules-office-applications-essentials>  
To locate your nearest accredited test centre, please visit <https://icdlarabia.org/test-centres-near-you>

#### SYLLABUS OUTLINE

CATEGORY	SKILL SET
Concepts and statistical analysis	<ul style="list-style-type: none"> <li>• Key concepts</li> <li>• Statistical analysis</li> </ul>
Data set preparation	<ul style="list-style-type: none"> <li>• Importing, shaping</li> <li>• Filtering</li> </ul>
Data set summarisation	<ul style="list-style-type: none"> <li>• Pivot table data aggregation</li> <li>• Pivot table frequency analysis</li> <li>• Filtering pivot tables</li> <li>• Using pivot charts</li> </ul>
Data visualisation	<ul style="list-style-type: none"> <li>• Concepts and setup</li> <li>• Visualisation</li> <li>• Publishing and sharing</li> </ul>