



Training Course Information Form

Course Information

Course Name: Data Analysis (C61)

Institute/Centre: Port Training Institute **Course Code:**

Type: Program Course Workshop

Course Duration: 5 Days 3 Days 1 Days Other

Course Conducted: Local International Indicate: A.R.E

Course Venue: Anywhere

Course Language: English Arabic Both Other

Course Description

Course Outlines

1. Data aggregation and elucidating common factors.
2. Employing data cleansing tools to purify and prepare data for printing.
3. Utilizing tables and pivot charts in report preparation.
4. Using quick analysis tools for easy report presentation.
5. Employing prediction and analysis tools for monitoring changing data.

Course Objectives:

- **Analysing, organizing, and cleansing data to present it in clear reports and print it.**
- **Easily purifying data from errors and duplicates.**

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: • Departments: Planning, Accounting, and Human Resources Departments.

No. of Participants/Course: 5-10 10-15 15-20 Other

Qualifications of Participants:

- At least Average: Upper Intermediate Degree
- Courses: MS-Excel -Advance Level

No. of Lecturer: 1 2 5

No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data Show PC Manual
 Books Handouts Flip Charts S/W Other

Course Evaluation

Written Examination Written Report(s) Presentation Oral Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Admission and Registration

Department at the Port

Training Institute

Registration:

Beside Gate No. 27 - Outside

Customs Area, Alexandria

Port

Online

Other

Documents Required:

Registration Form

ID/Passport
Copy

Photo