



## Professional Certificate in Business Data Analytics using Excel

### Topnotch CAT Reviewers is now offering the Professional Certificate in Business Data Analytics using Excel of IFPM Phil.

Prepare and produce a spreadsheet to provide a solution to a given problem.  
Apply formulae to worksheets to provide alternative solutions to a problem.  
Apply simple built-in functions of the spreadsheet application to the given problem.

**October 12 Tuesday and 14 Thursday**  
**7:00pm to 9:00pm**

**Live Online Training via Zoom**  
**2 sessions 2 hours per session**  
**with access to online modules and practice sets**

**Program Fee**  
**2,800php**

**For the review sessions, exam after the review sessions and online lecture materials**  
**The exam is final project to be submitted 5 days after last day of review sessions**

#### Process for Enrollment and Payment

**PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.**

#### Enrollment/Registration

**Enrollment for October 12 and 14, 2021 schedule is until October 8.**

#### 1. Online Registration

- Go to [www.topnotchcatreviewers.com](http://www.topnotchcatreviewers.com) | Click on the post: "PROTECTED: TOPNOTCH NEW PROGRAM REGISTRATION".
- The post is password protected. To inquire for the password, please text and include your name: 0917-8827111.
- After getting the password, READ ALL THE INSTRUCTIONS FIRST, then click on the online registration link.
- READ AND FOLLOW INSTRUCTIONS AND DATA FORMATS. Accomplish and submit the online registration immediately.

#### 2. Submission of documents/requirements:

Method 1: through the Online Registration Form (Google Form submission) in the instructions above.

Method 2: send via e-mail to [rml.admin@rmlicaros.page](mailto:rml.admin@rmlicaros.page) (submit immediately after the online registration)

subject of email should be: PCBDA – month/year – Last Name First Name

**[example: PCBDA – October 2021 – Licaros Ralph Michael]**

#### a) PCBDA Registration Form (page 4 of this document)

- get a copy of the form by downloading from Topnotch website
- fill-up the electronic form; or print a copy, fill-out, and scan or take a picture using phone
- take note of the correct file name format when sending [PCBDARF-LastName-FirstName] [example: PCBDARF-Licaros-Ralph]

#### b) Resume/CV or (diploma/TOR if unemployed) - soft copy, or scanned copy, or picture taken using phone

#### c) One (1) copy ID Picture any size - soft copy, or scanned copy, or picture taken using phone

#### d) Proof of payment – picture or screenshot of deposit slip or online transfer or transaction confirmation

#### Payment

- Bank deposit or online transfer thru: BDO, BPI. Coordinate with Topnotch for the account details.
- GCash (please inquire with Topnotch for the details). Service charges should be paid by the enrollee/reviewee. (not deducted from the program fees). For other banks, please inquire with Topnotch if Topnotch has an account with those banks

#### Live Online Training (Zoom meeting details) and Lecture Materials

- Details for the live online training (Zoom) and details/links to the online resources will be sent to your respective emails a few days before start of the program, provided that you have complied with ALL instructions and requirements. (online registrations, submission of requirements and payments, other instructions).
- Instructions and reminders will be sent to your mobile number and e-mail.

**ALWAYS INCLUDE YOUR NAME when inquiring/texting**

**For questions or clarifications, contact Topnotch at 0917-8827111**

**Or PM thru FB to Ralph Michael Licaros**



International Federation of Professional Managers

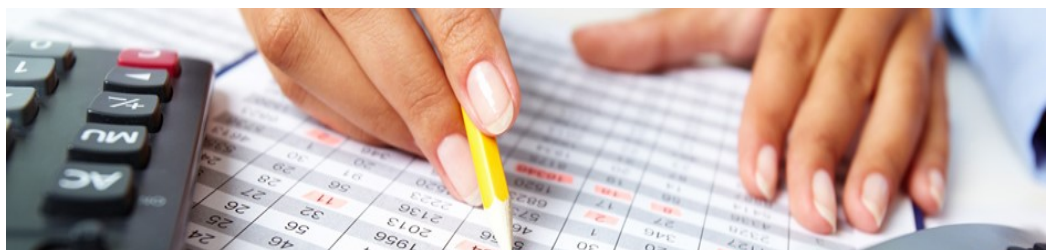
# Professional Certificate in Business Data Analytics Using Excel

☐ LIVE ONLINE TRAINING

## Program Overview

It is a common misconception that many people view Excel as a tool that is used solely for business applications. Yet, all types of problems can be solved using Excel.

Yet, for business purposes, you may need functions that are a little more sophisticated. Formulae for calculations or macro programming to automate the processing of data. Whatever the problem may be, Excel has the capability to help you solve it using functions such as formulas, subtotals, and text formatting.





## Program Highlights

- ◆ **Prepare and produce** a spreadsheet to provide a solution to a given problem
- ◆ **Adjust settings** to customise the view and preferences of the spreadsheet application
- ◆ Work with **multiple worksheets**
- ◆ **Apply formulae** to worksheets to provide alternative solutions to a problem
- ◆ **Apply simple built-in functions** of the spreadsheet application to the given problem.
- ◆ **Apply formatting** to a spreadsheet applicable to the given problem
- ◆ **Use special effects** to improve the presentation of the spreadsheet
- ◆ **Evaluate** a spreadsheet

## Topic Outline

### Module 1

#### Mastering Basics of Excel

In this module, you will learn the basics of Excel navigation and Excel basic functionality. You will learn how to navigate the basic Excel screen including using formulas, subtotals and text formatting.

### Module 2

#### Applying vLookups and Data Cleansing

In this module you will learn about VLookup, value cleansing and text functions. You will learn appropriate functions to perform a problem-solving exercise using.

### Module 3

#### Learning to apply more advanced formulas

In this module, you will learn about logical functions and pivot tables. You will learn how to create and use pivot tables to solve business problems.

### Module 4

#### Using Logical Functions & Pivot Tables

In this module you will learn more advanced Excel formulas. You will learn how to create statistical formulas, perform an index match, and lastly, build financial formulas.



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## Registration Form Live Online Training

RF2021001RL

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### PROGRAM FEE

Online Rate Php 2,799

Note: All program fees are net of all applicable taxes.

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Surname	First Name/s	MI
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Nickname: \_\_\_\_\_ Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Personal Email: \_\_\_\_\_

### EMPLOYMENT INFORMATION

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Company Email: \_\_\_\_\_ Office Number: \_\_\_\_\_

### ACADEMIC QUALIFICATION

University: \_\_\_\_\_

Course: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

### HOW DID YOU LEARN ABOUT THIS PROGRAM?

EMAIL  DIRECT MAIL  WEBSITE  OTHERS, please specify \_\_\_\_\_

### REQUIRED DOCUMENTS

Please provide soft copy for the following:

1. Resume (*Word* or *PDF* format)

### TERMS AND CONDITIONS:

#### Payment:

1. Seat will be reserved upon payment of the prescribed fees stated in this Registration Form.

#### Refunds, Cancellation and Substitution Policies

1. Refunds will be honored if we received a written notice of cancellation 30 days prior to the start of the program and must be faxed to 8706-2212 or 8706-4645. Cancellations received less than 30 days prior to the start of the program will be charged 25% of the total program fee while those received one week prior to the start will be charged 50%.
2. No refund will be made for cancellations received after the stated deadline.
3. IFPM Philippines reserves the right to cancel, change venues, and facilitators due to factors beyond our control, and to ensure learning effectiveness. In case of cancellation, seat can be moved to the next batch, or full refunds will be given.
4. Substitutions for individuals can be made any time prior to event date.

### DATA PRIVACY:

Upon signing this form you are agreeing that the personal data obtained from the registration form entered and stored within the Institute's authorized information and communications system and will only be accessed by the IFPM authorized personnel. Furthermore, the information collected and stored in this form shall only be used for the following purposes:

- Announcements / promotions of events, programs, courses and other activities offered / organized by the Institute and its partners;
- Activities pertaining to establishing relations with participants/members/alumni;
- IFPM Philippines has the right to share your information to our related affiliate companies, institutions, and or subsidiaries;
- IFPM Philippines shall not disclose the participants/members/alumni personal information without their consent and shall retain this information over a period of ten years for effective implementation, research analytics, and management.

### CONFIRMATION

I hereby certify that I have read and accepted all the terms and conditions stated in this registration form.

\_\_\_\_\_

SIGNATURE
DATE