

SHORT COURSE: PRACTICAL DATA ANALYSIS

MILPARK
BUSINESS SCHOOL



QUALIFICATION: SHORT COURSE: PRACTICAL DATA ANALYSIS

PRDA01-OS

MODE OF DELIVERY:
Online



DEVELOPING ETHICAL LEADERS FOR THE COMMON GOOD.

DESCRIPTION AND PROGRAMME PURPOSE

Data has changed the face of our world over the last ten years. Businesses, both large and small, deal with massive data volumes, and a lot depends on their ability to glean meaningful insights from them. Organizations in all sectors are increasingly depending on data to make critical business decisions like which products to make, which markets to enter, what investments to make, or which customers to target. They are also using data to identify weak areas in the business that need to be addressed.

Recent studies supported by the World Economic Forum showed that Data analysts are in high demand across all sectors, such as finance, consulting, manufacturing, pharmaceuticals, government and education.

The ability to pay attention to detail, communicate well and be highly organised are essential skills for data analysts. Not only do DA need to understand the data but they must be able to provide insight and analysis through clear visual, written and verbal communication. As a Data Analyst you can work across a range of areas such as business intelligence, data assurance and data quality.

There is no shortage of jobs for skillful data analysts in whichever location you are. A data analyst career is a rewarding journey to embark on, irrespective of the industry you choose to work in.

This online short course is intended for people, junior and middle managers that deal with large quantities of data and reports on a regular basis and need to make operational, functional, and strategic decisions. Upon completion of this course, the learner will be able to critically evaluate data, graphs and tables. The student will further be able to apply basic statistical calculations to support more effective decision-making. Finally, the student will be able to produce reports in a range of formats, creatively and professionally.

PROGRAMME OUTCOMES

Upon successful completion of this course, the participants will be able to:

- Perform foundational mathematical calculations.
- Analyse information from tables and graphs.
- Deconstruct numerical arguments.
- Apply basic statistical procedures to process data.
- Report on statistical outputs using various media.

DELIVERY AND PROGRAMME MANAGEMENT

At least one week before the contact (or online live) sessions, delegates will have access to the online course environment, through which they will receive a general course orientation and study materials for some structured background reading.

TOMORROW IS BEAUTIFUL

This is followed by three facilitated workshop sessions, plus an additional session for presentations and debriefing. The workshops are underpinned by experiential learning principles. Between the workshops, delegates will be supported via an online tutor and peer interactions. A concise report on current achievement and opportunities for further development is issued per delegate.

English proficiency

Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials direct students to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Minimum system requirements

1. Reliable internet connection with continuous access
2. Chrome web browser/Firefox
3. Microsoft Word
4. The means to open and read PDF documents
5. The means to convert electronic files to PDF documents.
6. The means to scan and upload documents.
7. Email/cellphone for notification and communication.
8. Access to Microsoft 365 using Milpark student credentials.

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit to the time a student has to access a book. With Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student

Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to an online lecturer. All support services are available to registered students via *myMilpark* (*myCourses*).

ASSESSMENT

Participants will be assessed through a portfolio of individual and group action learning-based activities. This will include a progressive integration of formative and summative assessment tasks.

DURATION

This course will run over a period of six weeks.

CERTIFICATION

At the end of the course, candidates will be certified according to the following requirements:

Certificate of competence: A final mark of 50%, with a sub-minimum of 40% in the summative assessment. In addition, successful candidates receive a statement of results and may qualify for exemptions in line with the prevailing requirements.

FURTHER STUDIES

Students who have successfully completed this short course certificate may articulate onto other short courses. Students may at any time apply for admission to any of Milpark's further or higher education qualifications, where they may be admitted subject to the admission requirements of each qualification.

PRICING

This includes tuition, study material, prescribed textbook and access to the online support (including library services) for the duration of the course and one cycle of assessments.

FURTHER INFORMATION

For client-specific queries, please contact:
corptraining@milpark.ac.za

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the course content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.