**Centre for
Management
Technology**®
into our *27*th year

12-13 APRIL 2010
JW MARRIOTT HOTEL
KUALA LUMPUR

A 2-day intensive program on

DATA MINING & ANALYSIS with MS ACCESS & ACCESS VBA

FOCUSING ON

- Fundamentals of Data Analysis and Database Basics

- Performing Access Queries

- Performing Basic Data Analysis with Access

- Reporting with Pivot Table

- Performing Advanced Data Analysis Techniques with SQL

- Performing Advanced Data Analysis Techniques with VBA

1 Participant to a Computer

INTRODUCTION

There are many ways to crunch and present data - from using MS Excel and its host of useful add-ins to MS Access. The belief that Excel is a better tool for data analysis leads to much information paralysis as users are limited to a single tool. MS Access also offer another dimension to analysing data as it offers users certain advantages such as the ability to deal with larger amounts of data as compared with Excel. This course presents the powerful features of MS Access data analysis supplemented with VBA to make lighter work for the business and financial analyst.

In addition, the course will also be helpful to understand how to query databases to extract needed information. For example, if you retrieve data about height and weight of a population, it may also be useful to know the average height and weight, the spread of heights and weights about this average and the height and weight that represent the upper 5 percent of the population. This data analysis process can also be applied to forecast business activities into the future such as the demand for goods and services, personnel requirements, sales, expenses, profits, market shares and any other aspects of business operations. These types of questions can readily be answered by applying standard statistical techniques using Structured Query Language (SQL).

Day One
Monday, 12th April 2010

9:00 **FUNDAMENTALS OF DATA ANALYSIS & DATABASE BASICS**
- RDBMS & Data Modeling
- The relational database concepts
- Working with external data in Access

10:30 Morning Coffee

10:45 **PERFORMING ACCESS QUERIES**
- Basic & advanced queries
- Transforming data
- Working with calculations & dates
- HANDS-ON EXERCISE

1:00 Lunch And Zohor

2:00 **PERFORMING BASIC DATA ANALYSIS WITH ACCESS**
- Performing conditional analysis
- Working with Access database functions
- Running descriptive statistics

HANDS-ON EXERCISE

3:30 Afternoon Tea

3:45 cont. **PERFORMING BASIC DATA ANALYSIS WITH ACCESS**

HANDS-ON EXERCISE

5:00 End Of Day One

Day Two
Tuesday, 13th April 2010

9:00 **REPORTING WITH PIVOT TABLE**
- Basic pivot table operations
- Analysing data with pivot table and chart
- Data visualisation and presentation options (graphs, charts, tables)

HANDS-ON EXERCISE

10:30 Morning Coffee

10:45 **PERFORMING ADVANCED DATA ANALYSIS TECHNIQUES WITH SQL**
- Statistical tools and techniques that apply to data mining
- Understanding and using SQL
- SQL procedures for extracting the desired results

HANDS-ON EXERCISE

1:00 Lunch And Zohor

2:00 **PERFORMING ADVANCED DATA ANALYSIS TECHNIQUES WITH VBA**
- Basic Macro & VBA programming

- Building user-defined financial and statistical functions
- Leveraging VBA to enhance data analysis

3:30   Afternoon Tea

3:45   **HANDS-ON EXERCISE**

        Q&A SESSION

5:00   End Of Program

AFTER ATTENDING THIS PROGRAM, YOU WILL RETURN TO YOUR JOB…

1) Learning the fundamentals of Data Analysis and Database basics.
2) Familiarising yourself on how to analyse data using MS Access and Visual Basic Analysis.
3) Knowing how to deal with large amounts of data.
4) Learning how to do reporting using Pivot Table.
5) Gaining hands-on experience on how to create data visualisation and presentation options.
6) Learning how to perform advanced data analysis techniques using SQL and VBA.
7) Applying SQL procedures to extract desired result.
8) Familiarising yourself with Basic Macro and VBA programming.

LEARNING PARTNER

DR. LIM THOU TIN's work experience includes working in large Singapore companies to MNCs in senior corporate, IT and project management positions. As a management consultant and practitioner, he has facilitated organisational initiatives/projects over a span of more than 15 years in the region, including Australia, Singapore, Malaysia, Mauritius, India, Indonesia and Thailand. He has also served in positions such as corporate advisor, chief information officer and chief operating officer in start-up companies in Singapore. His area of involvement includes helping organisations to plan their corporate IT to building and management of their financial decision support systems, corporate knowledge and ecommerce portals. His consulting work includes working with both the financial and services industries to help them to develop corporate, financial and knowledge models to address their decision-making needs.

Dr. Lim graduated with a Bachelor of Business Administration degree from the National University of Singapore and holds double masters in Information Systems and knowledge management with further postgraduate qualifications in systems analysis, intelligent systems, marketing, management consulting and training. Dr. Lim earned his Doctor of Business Administration degree from the Southern Cross University, Australia. He is also a fellow member of American Academy of Financial Management.

WHO SHOULD ATTEND

Experienced financial users of Excel who now wish to harness the power of SQL, Access and VBA to improve data synthesis and analysis in their organisation.

This course is designed for :

- Business Analysts
- Financial Officers
- Economists
- Risk Analysts
- Marketers
- Scientists
- Financial Analysts
- Accountants
- Management Consultants
- Internal Auditors
- Engineers

METHODOLOGY

- Lectures
- Case Exercises
- Practical Computer Hands-On Applications

DATA MINING AND ANALYSIS WITH MS ACCESS & ACCESS VBA

12-13 APRIL 2010 | KUALA LUMPUR

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- **Best Practices In Presentation Of Financial Statements And Annual Reports**
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- **Storage Tanks**
  19, 20, 21 April 2010 | Kuala Lumpur
- **Gum - Guide To Expression Of Uncertainity In Measurement**
  21-22 April 2010, Grand Millennium Hotel, KL
- **Corporate Governance For Effective Fraud Prevention**
  21-22 April 2010 | Kuala Lumpur
- **Boilers – Design, Construction, Commissioning, Operations, Maintenance & Repair**
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HOW TO REGISTER

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50450 Kuala Lumpur

FEES

The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

1 Person	Group fee per person for 3 or more* (from the same company)
RM2095	**RM1795** (MIN SAVINGS OF RM900)

* Terms and conditions apply.

Cancellations, Refunds & Transfers: A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

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CHEQUES: Crossed & payable to
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CERTIFICATE OF COMPLETION
A Certificate of Completion will be awarded upon successful completion of each course. This serves as evidence of your personal and professional commitment to you career.

COURSE TIMING
Registration: 8.30 am, Course Begins: 9.00 am,
Morning Coffee: 10.30 am,
Lunch: 1.00 pm to 2.00 pm,
Tea Break: 3:30 pm, Course Ends: 5.00 pm