



DATA PREPARATION FOR ANALYSES

GET BETTER INSIGHT INTO YOUR DATA

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The course is intended for those who analyze data on a regular basis at their workplaces or for people that do (or plan to do) research work based on data analysis. The aim of the course is to teach the participants the tips and tricks on efficient data management using MS Excel and MS Access, the most frequently used software in organizations. It also includes topics on data cleaning. Keeping clean data is the imperative prerequisite for successful data analysis. The best practices of data management will be demonstrated on medical data sets. Last but not the least, data security principles will be introduced.

ABOUT THE LECTURER:

While taking a Ph.D. in information and knowledge management, Bohumil Jakoubek worked as a part time lecturer of database systems and statistics at the Faculty of Informatics and Management of the University of Hradec Kralove. After receiving the title, he worked for 3 years for an international financial group (KBC) as a Business Intelligence specialist. Currently, he runs his own business specializing in software development, Business Intelligence and data analysis.

PREREQUISITES:

Notebook with installed MS Excel 2007 and MS Access 2007.

VENUE: Faculty of Informatics and Management of University of Hradec Kralove, room J4

STREET NAME: Hradecka 1249/6

DURATION: 8 classes taken over four weeks in NOVEMBER 2010

CLASSES WILL BE HELD ON THESE DATES: 2.11, 9.11, 16.11, and 23.11 (Tuesdays)

TIME: 6.30pm - 8.30pm

STANDARD PRICE: 2 400 CZK

Student price: 1500 CZK (*Student card must be shown to claim the discount.*)

HOW TO ORDER:

Send an email with the subject „Data Preparation for Analyses“ to training@insightsoft.cz containing your full name, phone number and information on preferred payment method (*in cash or by bank transfer*).

THE NUMBER OF PARTICIPANTS IS LIMITED TO 10.