

BE READY FOR SUCCESS

Gain an advantage in career advancement and prime yourself for greater earning potential. By becoming quick and accurate in key decision making processes, these are highly sought after essential skills.

Achieve recognition for creating highly interactive and visually stunning reports, with training programmes tailored to fit your level of competency and training objectives.

Learn from our expert trainers and meet like-minded professionals in our effective training programmes.

Government funding is also available through PIC or SkillsFuture.

-  **1 BE EQUIPPED**
-  **2 BE EMPOWERED**
-  **3 BE RECOGNISED**

TESTIMONIALS

The instructor is very competent and helpful. I will definitely recommend it to my peers.

Senior Manager, attended **BAR Programme**

I thought the class was very well organised and any questions raised were systematically answered by the trainer who was very approachable and knowledgeable.

Accountant, attended **BAR Programme**

With this programme, it will save a lot of time doing monthly reporting and it benefits me in my work to prepare financial statements.

Finance Manager, attended **IT008C**

Excellent programme. I will highly recommend it to anyone at work to improve work efficiency and remove redundant steps.

Finance Director, attended **BAR Programme**

The trainer is very dedicated in her training. She is excellent in engaging her participants. The programme is very practical and work related. Have enjoyed and learnt a lot from the training.

Group Accountant, attended **IT031C**

Trainer was excellent and very engaging. The programme was hands-on relating to my job environment requirement and very entertaining.

Financial Controller, attended **IT023C**

CONTACT US

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Operating Hours

Mondays to Fridays: 8.30am - 5.30pm
Closed on Weekends and Public Holidays

www.isca.org.sg



ISCA Infocomm Training Framework

Navigating the Path to Mastering Excel



ISCA INFOCOMM TRAINING FRAMEWORK

EXPERT LEVEL

Conducted in a blended learning environment and apply the latest Excel techniques. The Expert level programme is customised for learners who seek to master sophisticated Excel functions to produce highly complex and interactive reports. Designed for advanced Excel users who have attained certificate in BAR at Advanced Level.

ADVANCED LEVEL

Developed by industry experts, the Advanced level programmes are intended for learners who wish to build sustainable models that are highly interactive and visually stunning. The curriculum is rigorous and suitable for users with extensive working experience in Excel. Completion of either AER or IT008C prerequisites is a must.

INTERMEDIATE LEVEL

Intermediate level programmes introduce learners to advanced Excel tools and techniques that enhance reporting skills and increase productivity.

Programmes coverage includes creating formulas, function, charts and pivot tables. A good understanding of Excel is required.

FOUNDATION LEVEL

The programmes will provide learners with the knowledge to execute fundamental Excel functions and formulas to improve basic Excel efficiency.

The foundation level programmes are for users that need to use Excel in their daily job functions. A basic knowledge of Excel is required.

EMPOWERING TOMORROW'S LEADERS IN ACCOUNTING & FINANCE

The Institute of Singapore Chartered Accountants (ISCA) is the national accountancy body of Singapore. ISCA's vision is to be a globally recognised professional accountancy body, bringing value to our members, the profession and wider community. There are over 30,000 ISCA members making their stride in businesses across industries in Singapore and around the world.

Established in 1963, ISCA is an advocate of the interests of the profession. Possessing a Global Mindset, with Asian Insights, ISCA leverages its regional expertise, knowledge, and networks with diverse stakeholders to contribute towards Singapore's transformation into a global accountancy hub.

BAR⁺ - Advanced Certificate in Business Analytics & Reporting

ISCA BAR⁺ programme rewards participants with enhanced business reporting skills. The programme refreshes and updates knowledge in advanced Excel tools and techniques integral to financial reporting. Key skills include data queries, SQL use for automated enhanced reporting, advanced

Excel function applications, charting techniques, etc. With its comprehensive coverage, the 2-day Advanced Business Analytics and Reporting programme elevates the learner to a new level of financial reporting mastery.

BAR - Certificate in Business Analytics & Reporting

Learn to improve your productivity through automation in reporting and analytical work by combining various advanced tools and features of Excel in this 4-day programme.

BAR^{3R} - Refresh, Recap & Revise the Essential BAR Techniques

ISCA Business Analytics and Reporting programme has equipped over 3000 individuals with top-notch report generating skills. The BAR^{3R} programme rejuvenates participants' skills through a one-day exclusive training programme. It refreshes advanced Excel skills, imparts new techniques and refines business-reporting knowledge for professional financial reporting.

IT023C Business Analysis and Planning: Using Excel What-If Analysis

Learn and master Excel's "what-if analysis tools" to explore different scenarios without changing the values in your worksheets in a 1-day programme.

IT022C Data Management & Analysis in Excel Using SQL

Learn to work with external databases such as MS-Access using SQL to enhance data analysis, synthesis and reporting in a 2-day programme.

IT034C Leveraging Microsoft PowerPivot for Excel 2010

Learn to build PivotTables and PivotCharts using PowerPivot for performing of powerful data analysis resulting in timely business decision making in a 1-day programme.

IT035 Time Saving Excel Tips and Tricks for HR Professionals

Learn essential skills to increase productivity in various HR scenarios and start using Excel as a powerful analysis tool in a 2-day programme.

IT036 An Introduction to Excel Macros for Accounting and Finance Professionals

Learn and understand the role of macros in automating tasks within Microsoft Excel in a 1-day programme.

IT021C Financial Data Management with Pivot Tables

Learn to automate, use pivot tables effectively for accomplishing of routine analysis and reporting in a 1-day programme.

IT069C Excel Budgeting Techniques

Learn tools and techniques to prepare accurate budgets and forecasts with less time and effort in a 2-day programme.

IT030C Excel Macro Fundamentals

Learn to accomplish routine tasks using VBA macros, with extensive explanations and examples in the application to real-world situations in a 2-day programme.

IT031C Creating Professional Pivot Table Driven Reports with Excel 2010

Learn essential skills to create dynamic, interactive and informative reports using Pivot Tables and Pivot Charts in a 2-day programme.

IT032C Exploring Microsoft Excel 2013 New Features

Learn to create professional reports efficiently using the new features in Microsoft Excel 2013 in a 2-day programme.

AER* Introduction to Excel for Reporting

Learn to execute key advanced excel functions and how to produce sustainable reports in a 1-day programme.

IT008C* Essential Excel Spreadsheet Skills

Harness the full potential of Excel to produce clear and accurate data for effective daily business decision-making in a 2-day programme.

IT025C PowerPoint: Enhancing your Presentation Design (Non-Excel)

Learn effective techniques to create well-structured and visually appealing PowerPoint presentations in a 1-day programme.

XBRL BizFin^X Filing System (Non-Excel)

Learn the filing requirements and usage of the BizFin^X filing system including the new taxonomy, to prepare and upload XBRL financial statements in a 1-day programme.

*Prerequisite for BAR: AER or IT008C



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