# Introduction to Data Science with Excel SCQF 4

Access Data and Edinburgh College have launched this course to help to equip attendees with vital skills that are becoming increasingly in demand with employers, in education, and as a part of our everyday lives.

## What is Data Science?

The field of Data Science combines digital and data skills, specific knowledge about a particular topic or subject area, and numeracy skills to extract insights and knowledge from data. The ability to identify the problem to solve, the correct data to use, carry out the analysis and then implement the outcome requires the three abovementioned areas to be brought together.

Data Science is becoming an essential part of how we live, learn and work. It is all about how we turn those insights extracted from data into actions. Many people are keen to learn more and understand this topic, and more and more employers are seeking applicants with experience of Data Science. Using the knowledge and skills from this short course will help you to develop in your current or future job role.

## When & where will the course be delivered?

The course will be delivered from **26th August 2024 to 20th January 2025** (college holidays excluded – see the college calendar [here](https://www.edinburghcollege.ac.uk/information-and-advice/college-calendar)), with induction & IT set up on **19th August 2024**.

The course will be delivered at Access to Industry’s Cowgate Community College (156 Cowgate, EH1 1RP), on **Mondays from 9:30 am to 12:30 pm**. We planned 14 tutored sessions, with the remainder of the semester to be used for self-directed work on any unfinished assignments.

Depending on individual skills and pace of work, this course may additionally require up to 5 hours p/w of self-directed study. This is to allow completing any assignments unfinished during class hours or other homework, as and when assigned by the tutor.

Please note that the delivery details (e.g. delivery day, timings, mode, or length) are subject to change in the event of any unforeseen circumstances.

## How is the course delivered?

The course will be delivered in person.

The learning materials will be accessed through Moodle, Edinburgh College’s virtual learning environment at [moodle.edinburghcollege.ac.uk](http://www.moodle.edinburghcollege.ac.uk).

You will be able to sign in with your Edinburgh College student number once the course has started. The college also provides all students with access to Microsoft 365 – you can sign into Microsoft Office, Email and Teams at office.com with your Edinburgh College email address.

You will be submitting all assignments via Moodle, subject to deadlines. Due date extensions will be possible upon providing a valid reason – this will be assessed on a case-by-case basis.

## Will I receive financial support to complete this course?

## No. The course is fully funded by the Data Driven Innovation and no additional financial support can be offered.

## What are the entry criteria for the course?

Participants should have experience of using MS Excel at least on a basic level (e.g. for data input, creating very simple graphs and charts, or using very simple formulas). Basic knowledge in the subject of data and related terminology would also be advantageous.

Our tutors are dedicated to making the course as accessible as possible for students whose first language is not English. However, **all participants should be comfortable studying in English with no additional language support**. No formal certification is required but language skills will be assessed during a course interview.

Access Data eligibility criteria apply.

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| **Access Data Eligibility Criteria Check** |
| **Essential criteria – must tick all:**[ ]  Unemployed or on a low income (normally below £18,000 pa)[ ]  Lives in Edinburgh (EH1 to EH17 & EH28 to EH30)[ ]  Wants to move into education or employment related to IT or data |
| **Additional criteria – must tick at least one:**[ ]  Has a disability or a learning difficulty (e.g. dyslexia, ADHD, autism spectrum etc.)[ ]  A woman[ ]  Armed Forces Veteran[ ]  Minority ethnic background[ ]  Has parental responsibilities |

## What qualification will I get?

SQA National Progression Award in Data Science at SCQF level 4.

## Further Study

Gaining a National Progression Award provides the necessary knowledge, skills and confidence required to progress to NPA Data Science level 5.

## How to apply?

Complete the below application form:

<https://forms.office.com/e/CtArg39CH6>

Successful applicants will be invited to interviews and may additionally be asked to complete a short levelling exercise. As a part of our recruitment process, we will support applicants in filling out an additional online registration form provided by Edinburgh College.

## Support Provided by Access to Industry

Prior to the course start all participants will be required to register for Access to Industry’s Access Data programme, which will give them access to a dedicated Access Data caseworker to help with any issues they may face in or out of the course. Our caseworkers also provide wider employability support (e.g. CV creation and tailoring, help with job applications and writing supporting statements, interview preparation, and more).

Access to Industry can provide Day Saver tickets to all students commuting to the course using Lothian Buses.