

IT & Computing Courses

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STRAIGHTFORWARD, EXPERT IT TRAINING
AT A LEVEL TO SUIT YOU

IT &
Computing
Courses

WHO IS IT FOR?

- This course is suitable for prospective, new and experienced users of SPSS products (*{PASW range) and other statistical packages.
- This course is designed both as a complement course to the Basics and as a stand alone for self-taught experienced users who now want more formal training and for experienced users who want to know how to use additional features that will help automate and manage projects.

WHAT WILL YOU GET OUT OF IT?

Book now

-  **+356 21322314/5**
-  **INFO.MALTA@REEDGLOBAL.COM**
-  **WWW.REEDLEARNING.COM.MT**

What's more...

CMI accredited



Endorsed by the ILM



Law Society accredited



IT & Computing Courses

IT Courses

Straightforward, expert IT training at a level to suit you. Don't be a hostage to help lines: eradicate frustration and lost time by developing your own technical skills in common end-user applications, IT and computer courses for all levels.



WHO IS IT FOR?

This course is suitable for prospective, new and experienced users of SPSS products (*PASW range) and other statistical packages.

This course is suitable for prospective, new and experienced users of SPSS.

This course is suitable for new and potential users of SPSS Clementine as well as anyone interesting in a grounding in Data Mining.

WHAT IS IT ABOUT?

Data Analysis using SPSS is a friendly and interactive introduction to both data analysis and SPSS. It is a hybrid programme that combines ALL aspects of the established Getting Started with SPSS (OR SPSS Intermediate/ Advanced Topics for more experienced users) course with the Basic and Intermediate modules of the Useful Statistics Course. Data Analysis using SPSS is a popular option due to the course's straightforward style and in-depth content as well as covering all the essentials of both statistical analysis and learning about how to effectively use SPSS as an application from data entry to professional reporting using advanced graphics.

WHAT WILL I GET OUT OF IT?

WE OFFER THE FOLLOWING COURSES ON IT:

SPSS Courses:

Data analysis using PASW -
Getting started with PASW -
PASW : Intermediate Topics -
Useful Statistics - Introduction to
Data Mining & PASW



Courses Programme

IT

Courses dates and time can be found on our website. Course notes are always included.

Some of our courses available are listed below. Other courses information can be viewed through our website.



TO DISCUSS WHETHER THIS COURSE IS RIGHT FOR YOU, CALL OUR CUSTOMER SERVICE TEAM ON +356 21322314/5

Data Analysis using SPSS Course Overview

- Data Analysis using SPSS is a friendly and interactive introduction to both data analysis and SPSS. It is a hybrid programme that combines ALL aspects of the established Getting Started with SPSS (OR SPSS Intermediate/ Advanced Topics for more experienced users) course with the Basic and Intermediate modules of the Useful Statistics Course. Data Analysis using SPSS is a popular option due to the course's straightforward style and in-depth content as well as covering all the essentials of both statistical analysis and learning about how to effectively use SPSS as an application from data entry to professional reporting using advanced graphics.

Getting Started with IBM-SPSS Statistics Course Overview

- Introducing SPSS's PASW Statistics Base & Add-Ons - overview of new features in Version 19
- Help and output navigation
- Sources and organisation of data
- Entering and reading data
- Adding labels and missing value codes
- Examining summary data for individual variables
- Modifying data values

Useful Statistics Course Overview

- This 16-hour programme is specially designed to cover the statistical techniques and applications that are particularly useful for business, industry, financial services, social sciences and government. The business statistics programme can serve as both a refresher course and as a practical programme for those without prior knowledge of statistics but who need to learn about what is useful in a practical manner from facilitators who can explain the subject in an interesting and meaningful way that is not too heavily theoretical but neither superficial. At the same time offers a good grounding in the important fundamentals of data analysis.

SPSS-Intermediate Topics Course Overview

- Merging files to assess change
- Recoding and computing new variables
- Helpful features: command syntax, templates, variable sets
- Controlling the SPSS Environment
- Moving SPSS results to other software
- Advanced data modifications
- Filtering and selecting cases



Course title

IT & Computing Courses

Duration & cost

Courses are held at our offices Ta' Xbiex

Code

Dull but important – This is your personal code, please quote it when booking

IT

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FOUR MORE GREAT REASONS TO ATTEND OUR IT & COMPUTING COURSES COURSE

- 1. NO OTHER MANAGEMENT COURSE OFFERS YOU SO MUCH THEORY AND PRACTICAL ADVICE.**
- 2. THIS IS THE MALTA'S TOP SELLING PROGRAMME FOR NEW MANAGERS**
- 3. ALL DELEGATES WILL GET E-LEARNING FOLLOW-UPS TO SUPPORT THEIR LEARNING**

SPACES ARE AVAILABLE NOW

You'll find the next scheduled dates online at www.reedlearning.com.mt Alternatively, our customer services team are waiting to speak to you on **+356 21322314/5** If you prefer, email any questions to info.malta@reedglobal.com Call us today to book your place on this course.

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WHY CHOOSE REED LEARNING?

We are the Malta's leading business training company – with many more business, management and personal development programmes than any of our competitors

Reliable Most of our delegates would recommend us to a friend or colleague.

Professional All courses are taught by experienced and qualified persons

Friendly The most generous loyalty discounts in the industry, and you can attend your course again.

Visit our website www.reedlearning.com.mt for details of other courses like Introduction to Management, including:

- Introduction to supervision & team leadership
- People & team management
- Essentials of management
- The five-day management programme

FREQUENTLY ASKED QUESTIONS

Q Where will my course be held?

A All courses are held in our offices at Ta' Xbiex

