

(SCTP) Advanced Professional Certificate in Data Analytics: 25 August to 29 November 2025

SN	Week	Module Name	Class Type	Online Type	Topics	Hours	Trainer	Date	Day	Time			Remarks
		Data Management, Data Wrangling and Exploratory Data Analysis (EDA)		Synchronous and Asynchronous	LEARNING OBJECTIVES: Week 1: Introduction to Data Management and Wrangling and EDA concepts Week 2: Introduction to Relational Databases and SQL Statements Week 3: Understanding Data Model Documentation Week 4: Shaping Data with SQL	52	Kan Hwa Heng Francis Tay			Attendance Check-In times			Participants will be required to have SQLite and DB Browser for SQLite installed in their PC or Macbook.
1	Wk 1	Introduction to Data Management and Wrangling and EDA concepts	Check-in	Synchronous	Introduction to Programme and Module	2	Francis Tay Kan Hwa Heng	25-Aug-25	Monday	7:00 pm	to	8:00 pm	Introductory Lecture
2			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	26-Aug-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
3			Lecture	Synchronous	Introduction to Data Wrangling, EDA, etc.	3	Kan Hwa Heng	27-Aug-25	Wednesday	7:00 pm	to	10:00 pm	Lecture and Group Work
4			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	28-Aug-25	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
5			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Kan Hwa Heng	29-Aug-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
7	Wk 2	Introduction to Relational Databases and SQL statements	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	1-Sep-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
8			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	2-Sep-25	Tuesday	11:00 am	to	11:00 pm	Check in anytime to get materials for self-learning in "Content" section
9			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	3-Sep-25	Wednesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
10			Lecture	Synchronous	Extra Session - Week 2 Recap	2	Kan Hwa Heng	4-Sep-25	Thursday	7:00 pm	to	9:00 pm	Not Compulsory to Attend
11			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Kan Hwa Heng	5-Sep-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
			Lecture	F2F	Career Pathfinder Series – Module1 – Fundamentals of Career Discovery Navigation and Readiness		Justus Teo	6-Sep-25	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
11			Lecture	F2F	Introduction to Relational Databases and SQL statements.	3	Kan Hwa Heng	6-Sep-25	Saturday	2:00 pm	to	5:00 pm	Lecture and Group Work
12	Wk 3	Introduction to Data Model Documentation	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	8-Sep-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
13			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	9-Sep-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
14			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	10-Sep-25	Wednesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
15			Lecture	Synchronous	Extra Session - Week 2 Recap	2	Kan Hwa Heng	11-Sep-25	Thursday	7:00 pm	to	9:00 pm	Not Compulsory to Attend
16			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Kan Hwa Heng	12-Sep-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz Due Date
17			Lecture	F2F	SQL Statements. Data model documentation. (Part 2 of 2)	3	Kan Hwa Heng	13-Sep-25	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
17	Wk 4	Shaping data with SQL	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	15-Sep-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
18			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	16-Sep-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
19			Lecture	Synchronous	Shaping Data with SQL.	3	Kan Hwa Heng	17-Sep-25	Wednesday	7:00 pm	to	10:00 pm	Lecture and Group Work
20			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	18-Sep-25	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
21			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	3	Kan Hwa Heng	19-Sep-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
		Communicating Insights, Dashboarding and Data Storytelling		Synchronous and Asynchronous	LEARNING OBJECTIVES: Week 5: Introduction to Data Visualization and Data Storytelling; Basic chart creation in Tableau Week 6: Manage and Manipulate Data within Tableau; Exploring data using charts Week 7: Creating Dashboards and Telling Story Week 8: Basic Predictive Analytics	52	Khoo Seok Teng						Participants will be required to download FREE version of TABLEAU Public 2022 at https://public.tableau.com/en-us/s/download . Recommended System Requirements: • OS: Windows PC – Windows 8 or later, MacOS 10.14 or later. • RAM: Minimum 2 GB • Hard Disk Space: 2 GB Tableau Public Account Required: • Register link: https://public.tableau.com/en-us/s/ • Use "Sign up" button on top right of page
22	Wk 5	Introduction to Data Visualization and Data Storytelling. Basic chart creation in Tableau.	Lecture	Synchronous	Module Introduction. Introduction to Data Visualization and Data Storytelling with Tableau. Familiarise with Tableau Interface and Basic Chart Creation.	3	Khoo Seok Teng	22-Sep-25	Monday	7:00 pm	to	10:00 pm	Introduction and Lecture
23			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	23-Sep-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
24			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	24-Sep-25	Wednesday	10:00 am	to	10:00 pm	Midweek recorded lecture with assignment
25			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	25-Sep-25	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
26			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Khoo Seok Teng	26-Sep-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date

27	Wk 6	Manage and Manipulate data within Tableau; Exploring data using charts	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	29-Sep-25	Monday	9:00 am	to	9:00 pm	Check in anytime to get materials for self-learning in "Content" section.
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28			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	30-Sep-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
29			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	1-Oct-25	Wednesday	10:00 am	to	10:00 pm	Midweek recorded lecture with assignment
30			Lecture	Synchronous	Extra Session - Week 1 Recap	2	Khoo Seok Teng	2-Oct-25	Thursday	7:00 pm	to	9:00 pm	Not Compulsory to Attend
31			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Khoo Seok Teng	3-Oct-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
32			Lecture	F2F	Data Manipulation in Tableau; Creating charts to explore data using charts	3	Khoo Seok Teng	4-Oct-25	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
33	Wk 7	Creating Dashboards and Telling Story using Tableau	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	6-Oct-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
34			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	7-Oct-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
35			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	8-Oct-25	Wednesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
36			Lecture	Synchronous	Extra Session - Week 1 Recap	2	Khoo Seok Teng	9-Oct-25	Thursday	7:00 pm	to	9:00 pm	Not Compulsory to Attend
37			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Khoo Seok Teng	10-Oct-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
38			Lecture	F2F	Creating dashboards with interactivity and telling story using Tableau	3	Khoo Seok Teng	11-Oct-25	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
39	Wk 8	Apply basic predictive analytics using Clusters and Forecasting	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	13-Oct-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
40			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	14-Oct-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
41			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	15-Oct-25	Wednesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
42			Lecture	Synchronous	Basic Predictive Analytics using Clusters and Forecasting	3	Khoo Seok Teng	16-Oct-25	Thursday	7:00 pm	to	10:00 pm	Lecture and Group Work
43			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	3	Khoo Seok Teng	17-Oct-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
		Analysing and Interpreting Data		Synchronous and Asynchronous	LEARNING OBJECTIVES: Week 9: Introduction to Business Analytics and Forecasting & Time Series Week 10: Benchmarking Week 11: Project Week 1 Week 12: Forecasting Week 13: Forecasting & Scenarios Week 14: Project Week 2 + Presentation	78	Francis Tay						Participants will be required to have Microsoft Excel installed in their PC or Macbook. Preference is for participants to have Excel 365, Excel 2016 or later. For this course, it is preferable to have Windows PC as many applications operated best on PC. For Mac users, please refer to notes on how to run Windows on Mac.
44	Wk 9	Introduction to Business Analytics and Forecasting & Time Series						20-Oct-25	Monday				Deepavali Holiday
44			Check-in	Synchronous	Introduction to Module	2	Francis Tay	21-Oct-25	Tuesday	7:00 pm	to	8:00 pm	Introduction and the use of Excel for data analysis.
46			Lecture	Synchronous	Data Cleaning & Time Series Analysis	3	Francis Tay	22-Oct-25	Wednesday	7:00 pm	to	9:00 pm	Use of Excel and hand-on work.
47			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	23-Oct-25	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
48			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Francis Tay	24-Oct-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
49	Wk 10	Benchmarking & Forecasting	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	27-Oct-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
50			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	28-Oct-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
51			Lecture	Synchronous	Benchmarking	3	Francis Tay	29-Oct-25	Wednesday	7:00 pm	to	9:00 pm	Use of Excel and hand-on work.
52			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	30-Oct-25	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
53			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Francis Tay	31-Oct-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
55	Wk 11	Dashboarding and Data Storytelling	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	3-Nov-25	Monday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
56		and PROJECT WEEK 1	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	4-Nov-25	Tuesday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
57			Lecture	Synchronous	Extra Session - Week 2 Recap	2	Francis Tay	5-Nov-25	Wednesday	7:00 pm	to	9:00 pm	Not Compulsory to Attend
58			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	6-Nov-25	Thursday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
59			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	7-Nov-25	Friday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
60	Wk 12	Forecasting Techniques (1)	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	10-Nov-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
61			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	11-Nov-25	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
62			Lecture	Synchronous	Forecasting, Scenarios	2	Francis Tay	12-Nov-25	Wednesday	7:00 pm	to	9:00 pm	Use of Excel and hand-on work.
63			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Francis Tay	13-Nov-25	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
64			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Francis Tay	14-Nov-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
66	Wk 13	Forecasting Techniques (2)	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	17-Nov-25	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
67			Lecture	Synchronous	Extra Session - Week 2 Recap	2	Francis Tay	18-Nov-25	Tuesday	7:00 pm	to	9:00 pm	Not Compulsory to Attend
68			Lecture	Synchronous	Correlation Analysis, MLR	3	Francis Tay	19-Nov-25	Wednesday	7:00 pm	to	9:00 pm	Use of Excel and hand-on work.
69			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	20-Nov-25	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section
70			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Francis Tay	21-Nov-25	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
65			Lecture	F2F	Forecasting, Scenarios	2	Francis Tay	22-Nov-25	Saturday	10:00 am	to	12:00 pm	Lecture and Group Work

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