

Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 4 Sep 2023 Intake

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	41	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 Module	1	Francis Tay	04-Sep-23	Monday	7:00 pm to 8:00 pm	Introductory Lecture
2			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	05-Sep-23	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	06-Sep-23	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	07-Sep-23	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	2	Kan Hwa Heng	08-Sep-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
			Physical Session	Synchronous	Module 1 : Fundamentals of Career Discovery, Navigation and Readiness	2	Justus Teo	09-Sep-23	Saturday	9:30 am to 12:30pm	
6	Wk 2	Introduction to Relational Databases and SQL statements	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	11-Sep-23	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
7			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	12-Sep-23	Tuesday	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.	1	Kan Hwa Heng	13-Sep-23	Wednesday	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	14-Sep-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
10			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Kan Hwa Heng	15-Sep-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
11			Lecture	F2F	Introduction to Relational Databases and SQL statements.	3	Kan Hwa Heng	16-Sep-23	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
11			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	18-Sep-23	Monday	10:00 am to 10:00 pm	Deepavali Holiday
12	Wk 3	Introduction to Data Model Documentation	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	19-Sep-23	Tuesday	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.	1	Kan Hwa Heng	20-Sep-23	Wednesday	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. Work on Assignment.	2	Kan Hwa Heng	21-Sep-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
15			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Kan Hwa Heng	22-Sep-23	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	23-Sep-23	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
16	Wk 4	Shaping data with SQL	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	25-Sep-23	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
17			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	26-Sep-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
18			Lecture	Synchronous	Shaping Data with SQL.	3	Kan Hwa Heng	27-Sep-23	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
19			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	28-Sep-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
20			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	3	Kan Hwa Heng	29-Sep-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
21			Physical Session	Synchronous	Module 2 : Career Marketplace - Labour Market Research and Career Planning	2	Justus Teo	30-Sep-23	Saturday	9.30am to 12.30pm	
		Communicating Data Insights through Dashboards and Data Storytelling with Tableau		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	50	Kho Seok Teng				Participants will be required to download FREE version of TABLEAU Public 2022 at https://public.tableau.com/en-us/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/ • Use "Sign up" button on top right of page
21	Wk 5	Introduction to Data Visualization and Data Storytelling. Basic chart creation in Tableau.	Check-in	Synchronous	Introduction to Module	1	Kho Seok Teng	02-Oct-23	Monday	7:00 pm to 8:00 pm	Introductory Lecture
22			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kho Seok Teng	03-Oct-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
23			Lecture	Synchronous	Introduction to Data Visualization and Data Storytelling with Tableau. Familiarise with Tableau Interface and Basic Chart Creation.	3	Kho Seok Teng	04-Oct-23	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
24			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kho Seok Teng	05-Oct-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
25			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Kho Seok Teng	06-Oct-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
26	Wk 6	Manage and Manipulate data within Tableau; Exploring data using charts	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Kho Seok Teng	09-Oct-23	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
27			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kho Seok Teng	10-Oct-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
28			Check-in	Synchronous	Career Readiness Prep: Module 3 - Personal Branding & Resume	2	Justus Teo	10-Oct-23	Tuesday	7:00pm to 9:30pm	
29			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kho Seok Teng	11-Oct-23	Wednesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
30			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Kho Seok Teng	13-Oct-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
36			Lecture	F2F	Data Manipulation in Tableau; Creating charts to explore data using charts	3	Kho Seok Teng	14-Oct-23	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
31	Wk 7	Creating Dashboards and Telling Story using Tableau	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kho Seok Teng	16-Oct-23	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
32			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kho Seok Teng	17-Oct-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
33			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kho Seok Teng	18-Oct-23	Wednesday	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	Kho Seok Teng	19-Oct-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
35			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Kho Seok Teng	20-Oct-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
42			Lecture	F2F	Creating dashboards with interactivity and telling story using Tableau	3	Kho Seok Teng	21-Oct-23	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
36	Wk 8	Apply basic predictive analytics using Clusters and Forecasting	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kho Seok Teng	23-Oct-23	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
37			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kho Seok Teng	24-Oct-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
38			Lecture	Synchronous	Basic Predictive Analytics using Clusters and Forecasting	3	Kho Seok Teng	25-Oct-23	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
39			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kho Seok Teng	26-Oct-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
40			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	3	Kho Seok Teng	27-Oct-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
			Physical Session	Synchronous	Career Readiness Prep: Modules 4 & 5 – Interview prep + practice	2	Justus	28-Oct-23	Saturday	9.30am to 1.00pm	
		Business Analytics and Forecasting		Synchronous and Asynchronous	LEARNING OBJECTIVES Week 9: Introduction to Business Analytics and Forecasting. Week 10: Basic Data Analysis and Interpretation. Week 11: Benchmarking techniques. Week 12: Forecasting and Trend Analysis Week 13: Project Week 1 Week 14: Project Week 2 + Presentation	84	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.
45	Wk 9	Introduction and Time Series	Check-in	Synchronous	Introduction to Module	1	Francis Tay	30-Oct-23	Monday	7:00 pm to 8:00 pm	Introduction and the use of Excel for data analysis.
46			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	31-Oct-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
47			Lecture	Synchronous	Time Series Analysis	3	Francis Tay	01-Nov-23	Wednesday	7:00 pm to 10:00 pm	Use of Excel and hand-on work.
48			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	02-Nov-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
49			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Francis Tay	03-Nov-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
				Synchronous	Module 6: Career Transition and Stabilization	2	Justus Teo	04-Nov-23	Saturday	9.30am to 11.00am	
50	Wk 10	Benchmarking	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Francis Tay	06-Nov-23	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
51			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	07-Nov-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
52			Lecture	Synchronous	Benchmarking	3	Francis Tay	08-Nov-23	Wednesday	7:00 pm to 10:00 pm	Use of Excel and hand-on work.
53			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	09-Nov-23	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
54			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Francis Tay	10-Nov-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
55	Wk 11	Dashboarding and Data Storytelling and PROJECT WEEK 1						13-Nov-23	Monday		Deepavali Holiday (Observed)
56			Lecture	Synchronous	Dashboarding and Data Storytelling	2	Francis Tay	14-Nov-23	Tuesday	7:00 pm to 9:00 pm	Use of Excel and hand-on work.
57			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	15-Nov-23	Wednesday	10:00 am to 10:00 pm	Use of Excel and Work on project.
58			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	16-Nov-23	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	17-Nov-23	Friday	10:00 am to 10:00 pm	Use of Excel and Work on project.
60	Wk 12	Forecasting techniques	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	20-Nov-23	Monday	10:00 am to 10:00 pm	Use of Excel and Work on project.
61			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	21-Nov-23	Tuesday	10:00 am to 10:00 pm	Use of Excel and Work on project.
62			Lecture	Synchronous	Benchmarking, Forecasting	2	Francis Tay	22-Nov-23	Wednesday	7:00 pm to 9:00 pm	Use of Excel and hand-on work.
63			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	23-Nov-23	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	2	Francis Tay	24-Nov-23	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
71			Lecture	F2F	Forecasting, Scenarios	2	Francis Tay	25-Nov-23	Saturday	10:00 am to 12:00 pm	Use of Excel and hand-on work.
62	Wk 13	Forecasting techniques	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	27-Nov-23	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
63			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	28-Nov-23	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
64			Lecture	Synchronous	Forecasting	2	Francis Tay	29-Nov-23	Wednesday	7:00 pm to 9:00 pm	Use of Excel and hand-on work.

Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 4 Sep 2023 Intake

SN	Week	Module Name	Class Type	Online Type	Topics	Hours	Trainer	Date	Day	Time		Remarks
65			Check-in	Asynchronous	Access to Materials, Self-Learning	3	Francis Tay	30-Nov-23	Thursday	10:00 am	to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
66			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	3	Francis Tay	01-Dec-23	Friday	10:00 am	to 10:00 pm	Final Quiz due date
71			Lecture	F2F	Project Preparation	2	Francis Tay	02-Dec-23	Saturday	10:00 am	to 12:00 pm	Use of Excel and hand-on work.
68	Wk 14	MS Excel PROJECT WEEK 2	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	04-Dec-23	Monday	10:00 am	to 10:00 pm	Use of Excel and Work on project.
69			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	05-Dec-23	Tuesday	10:00 am	to 10:00 pm	Use of Excel and Work on project.
70			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	06-Dec-23	Wednesday	10:00 am	to 10:00 pm	Use of Excel and Work on project.
71			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	07-Dec-23	Thursday	10:00 am	to 10:00 pm	Use of Excel and Work on project.
72			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	08-Dec-23	Friday	10:00 am	to 10:00 pm	Use of Excel and Work on project.
83			Lecture	F2F	Presentation of Excel Project	3	Francis Tay	09-Dec-23	Saturday	10:00 am	to 1:00 pm	Project Due Date

* NTU reserves the right to change the date, mode/venue of lesson or cancel class due to unforeseen circumstances.

** F2F Lecture will be held at NTU@one-north campus (off Buona Vista Road)