

Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 15 January 2024 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	40	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			Check-in	Synchronous	Introduction to Module	1	Francis Tay	15-Jan-24	Monday	7:00 pm to 8:00 pm	Introductory Lecture
2			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Kan Hwa Heng	16-Jan-24	Tuesday	8:00 am to 8:00 pm	Check in anytime to get materials for self-learning in "Content" section.
3			Lecture	Synchronous	Introduction to Data Management, Data Wrangling and EDA	3	Kan Hwa Heng	17-Jan-24	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	18-Jan-24	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	19-Jan-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
6			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	22-Jan-24	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	23-Jan-24	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, Work on Assignment.	1	Kan Hwa Heng	24-Jan-24	Wednesday	10:00 am to 10:00 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	25-Jan-24	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	26-Jan-24	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	27-Jan-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
12			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	29-Jan-24	Monday	10:00 am to 10:00 pm	Deepavali Holiday
13			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	30-Jan-24	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, Work on Assignment.	1	Kan Hwa Heng	31-Jan-24	Wednesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
15			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Kan Hwa Heng	01-Feb-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
16			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Kan Hwa Heng	02-Feb-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
17			Lecture	F2F	SQL Statements, Data model documentation.	3	Kan Hwa Heng	03-Feb-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
18			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	05-Feb-24	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
19			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	06-Feb-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
20			Lecture	Synchronous	Shaping Data with SQL	3	Kan Hwa Heng	07-Feb-24	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
21			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Kan Hwa Heng	08-Feb-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
22			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	2	Kan Hwa Heng	09-Feb-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
		Communicating Data Insights through Dashboards and Data Storytelling with Tableau		Synchronous and Asynchronous	LEARNING OBJECTIVES Week 5: Introduction to Module Week 6: Basic chart creation in Tableau Week 7: Introduction to Data Visualization and Data Storytelling; Manage and Manipulate Data within Tableau; Exploring data using charts Week 8: Creating Dashboards and Telling Story Week 9: Basic Predictive Analytics	50	Khoo Seek Teng				Participants will be required to download FREE version of TABLEAU Public 2022 at https://public.tableau.com/en-us/h/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/u/ • Use "Sign up" button on top right of page
23								12-Feb-24	Monday		Chinese New Year Holiday (2nd Day)
24			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	1	Khoo Seek Teng	13-Feb-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
25			Lecture	Synchronous	Introduction to Module	1	Khoo Seek Teng	14-Feb-24	Wednesday	7:00 pm to 8:00 pm	Lecture and Hands-on
26			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Khoo Seek Teng	15-Feb-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
27			Assignment/Quiz	Asynchronous	Assignment/Quiz	1	Khoo Seek Teng	16-Feb-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
28			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Khoo Seek Teng	19-Feb-24	Monday	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 Seek Teng	20-Feb-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
30			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Khoo Seek Teng	21-Feb-24	Wednesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
31			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Khoo Seek Teng	22-Feb-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
32			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	2	Khoo Seek Teng	23-Feb-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
33			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Khoo Seek Teng	26-Feb-24	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 Seek Teng	27-Feb-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
35			Lecture	Synchronous	Introduction to Data Visualization and Data Storytelling with Tableau, Data Manipulation in Tableau;	3	Khoo Seek Teng	28-Feb-24	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
36			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Khoo Seek Teng	29-Feb-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
37			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	2	Khoo Seek Teng	01-Mar-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
38			Lecture	F2F	Exploring data using charts	3	Khoo Seek Teng	02-Mar-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
39			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seek Teng	04-Mar-24	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 Seek Teng	05-Mar-24	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.	1	Khoo Seek Teng	06-Mar-24	Wednesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
42			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Khoo Seek Teng	07-Mar-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
43			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	2	Khoo Seek Teng	08-Mar-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
44			Lecture	F2F	Creating dashboards with interactivity and telling story using Tableau	3	Khoo Seek Teng	09-Mar-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
45			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seek Teng	11-Mar-24	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
46			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	1	Khoo Seek Teng	12-Mar-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
47			Lecture	F2F	Basic Predictive Analytics using Clusters and Forecasting	3	Khoo Seek Teng	13-Mar-24	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
48			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	1	Khoo Seek Teng	14-Mar-24	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/Final Module Quiz	2	Khoo Seek Teng	15-Mar-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
		Business Analytics and Forecasting		Synchronous and Asynchronous	LEARNING OBJECTIVES Week 5: Introduction to Business Analytics and Forecasting. Week 6: Basic Data Analysis and Interpretation. Week 7: Benchmarking techniques. Week 8: Forecasting and Trend Analysis Week 9: Project Week 2 + Presentation Week 10: Project Week 2 + Presentation	82	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.
50			Check-in	Synchronous	Introduction to Module	1	Francis Tay	18-Mar-24	Monday	7:00 pm to 8:00 pm	Introduction and the use of Excel for data analysis.
51			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Francis Tay	19-Mar-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
52			Lecture	Synchronous	Time Series Analysis	3	Francis Tay	20-Mar-24	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.	2	Francis Tay	21-Mar-24	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	3	Francis Tay	22-Mar-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
55			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	25-Mar-24	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
56			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	26-Mar-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
57			Lecture	Synchronous	Benchmarking	3	Francis Tay	27-Mar-24	Wednesday	7:00 pm to 9:00 pm	Use of Excel and hand-on work.
58			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	3	Francis Tay	28-Mar-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
59			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Francis Tay	29-Mar-24	Thursday	10:00 am to 10:00 pm	Assignment/Quiz due date
60								29-Mar-24	Friday		Good Friday Holiday
61			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	01-Apr-24	Monday	7:00 pm to 8:00 pm	Introduction and the use of Excel for data analysis.
62			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	02-Apr-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
63			Lecture	Synchronous	Forecasting	3	Francis Tay	03-Apr-24	Wednesday	7:00 pm to 10:00 pm	Use of Excel and hand-on work.
64			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Francis Tay	04-Apr-24	Thursday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
65			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Francis Tay	05-Apr-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
66			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	08-Apr-24	Monday	7:00 pm to 8:00 pm	Introduction and the use of Excel for data analysis.
67								09-Apr-24	Tuesday		Hari Raya Puasa Holiday
68			Lecture	Synchronous	Dashboarding and Data Storytelling	3	Francis Tay	10-Apr-24	Wednesday	7:00 pm to 10:00 pm	Use of Excel and hand-on work.
69			Check-in	Asynchronous	Access to Materials, Self-Learning, Work on Assignment.	2	Francis Tay	11-Apr-24	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	12-Apr-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date

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SN	Week	Module Name	Class Type	Online Type	Topics	Hours	Trainer	Date	Day	Time	Remarks		
71	Wk 14	MS Excel PROJECT WEEK 1	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	15-Apr-24	Monday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
72			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	16-Apr-24	Tuesday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
73			Lecture	Synchronous	Recap	2	Francis Tay	17-Apr-24	Wednesday	9:00 pm	to	9:00 pm	Use of Excel and hand-on work.
74			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	18-Apr-24	Thursday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
75			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	19-Apr-24	Friday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
76			Lecture	F2F	Forecasting, Project Prep	2	Francis Tay	20-Apr-24	Saturday	10:00 am	to	12:00 pm	Project prep, etc.
77	Wk 15	MS Excel PROJECT WEEK 2	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	22-Apr-24	Monday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
78			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	23-Apr-24	Tuesday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
79			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	24-Apr-24	Wednesday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
80			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	25-Apr-24	Thursday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
81			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	26-Apr-24	Friday	11:00 am	to	11:00 pm	Use of Excel and Work on project.
82			Lecture	F2F	Presentation of Excel Project	3	Francis Tay	27-Apr-24	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)