# Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 8 April 24 Intake

**Course Code: TGS-2022013569**

| 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 | Wk 1 | Introduction to Data Management and Wrangling and EDA concepts | Check-in | Synchronous | Introduction to Programme and Module. Introduction to Data Management and Wrangling and EDA concepts | 3 | Francis Tay Kan Hwa Heng | 08-Apr-24 | | Monday | 7:00 pm | to | 10:00 pm | Introduction and Lecture |
| 2 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 2 | Kan Hwa Heng | 09-Apr-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| | | | | | | | | 10-Apr-24 | | Wednesday | | | | Hari Raya Puasa Holiday |
| 3 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Kan Hwa Heng | 11-Apr-24 | | Thursday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 4 | | | Assignment/Quiz | Asynchronous | Assignment/Quiz | 3 | Kan Hwa Heng | 12-Apr-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| 5 | Wk 2 | Introduction to Relational Databases and SQL statements | Check-in | Asynchronous | Access to Materials, Self-Learning. | 1 | Kan Hwa Heng | 15-Apr-24 | | Monday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 6 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 1 | Kan Hwa Heng | 16-Apr-24 | | Tuesday | 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 | 17-Apr-24 | | Wednesday | 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. | 2 | Kan Hwa Heng | 18-Apr-24 | | Thursday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 9 | | | Assignment/Quiz | Asynchronous | Assignment/Quiz | 3 | Kan Hwa Heng | 19-Apr-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| 10 | | | Lecture | F2F | Introduction to Relational Databases and SQL statements. | 3 | Kan Hwa Heng | 20-Apr-24 | FH1 (Level 1) | Saturday | 9:00 am | to | 12:00 pm | Lecture |
| 11 | | | Lecture | F2F | Career Pathfinder Series - Module 1 - Fundamentals of Career Discovery Navigation and Readiness | | Justus Teo | 20-Apr-24 | SR901 (Level 9) | Saturday | 13.30 pm | to | 16.30pm | Lecture and Group Work |
| 12 | Wk 3 | Introduction to Data Model Documentation | Check-in | Asynchronous | Access to Materials, Self-Learning. | 1 | Kan Hwa Heng | 22-Apr-24 | | Monday | 10:00 am | to | 10:00 pm | Deepavali Holiday |
| 13 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 1 | Kan Hwa Heng | 23-Apr-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. | 1 | Kan Hwa Heng | 24-Apr-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 | 25-Apr-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 | 3 | Kan Hwa Heng | 26-Apr-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 | 27-Apr-24 | FH1 (Level 1) | Saturday | 9:00 am | to | 12:00 pm | Lecture |
| 18 | Wk 4 | Shaping data with SQL | Check-in | Asynchronous | Access to Materials, Self-Learning. | 1 | Kan Hwa Heng | 29-Apr-24 | | Monday | 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. | 2 | Kan Hwa Heng | 30-Apr-24 | | Tuesday | 7:00 pm | to | 10:00 pm | Lecture and Group Work |
| 20 | | | | | | | | 01-May-24 | | Wednesday | | | | Labour Day Holiday |
| 21 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Kan Hwa Heng | 02-May-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 | 3 | Kan Hwa Heng | 03-May-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| | | | Lecture | F2F | Career Pathfinder Series - Module 2 - Career Marketplace - Labour Market Research and Career Planning | | Justus Teo | 04-May-24 | FH1 (Level 1) | Saturday | 1.30pm | to | 4.30pm | Lecture and Group Work |
| | | Business Analytics and Forecasting | | Synchronous and Asynchronous | **LEARNING OBJECTIVES:** Week 5: Introduction to Business Analytics and Forecasting, Time Series, Benchmarking Week 6: Benchmarking and Data Storytelling Week 7: Project Week 1 + Forecasting (1) & Scenarios Week 8: Forecasting (2) + Project Coaching Week 9: Project Week 2 + Presentation | 80 | 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. |
| 23 | Wk 5 | Introduction, Data Cleaning, EDA and Time Series | Check-in | Synchronous | Introduction to Module | 2 | Francis Tay | 06-May-24 | | Monday | 7:00 pm | to | 9:00 pm | Introduction and the use of Excel for data analysis. |
| 24 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 3 | Francis Tay | 07-May-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 25 | | | Lecture | Synchronous | Data Cleaning & Time Series Analysis | 3 | Francis Tay | 08-May-24 | | Wednesday | 7:00 pm | to | 10:00 pm | Use of Excel and hand-on work. |
| 26 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 3 | Francis Tay | 09-May-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 | 3 | Francis Tay | 10-May-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| 28 | | | Lecture | F2F | Time Series & Benchmarking | 3 | Francis Tay | 11-May-24 | FH1 (Level 1) | Saturday | 10:00 am | to | 1:00 pm | Lecture and Group Work |
| 29 | Wk 6 | Benchmarking & Data Storytelling | Check-in | Asynchronous | Access to Materials, Self-Learning. | 3 | Francis Tay | 13-May-24 | | Monday | 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. | 3 | Francis Tay | 14-May-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 31 | | | Lecture | Synchronous | Benchmarking & Data Storytelling | 3 | Francis Tay | 15-May-24 | | Wednesday | 7:00 pm | to | 10:00 pm | Use of Excel and hand-on work. |
| 32 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 3 | Francis Tay | 16-May-24 | | Thursday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 33 | | | Assignment/Quiz | Asynchronous | Assignment/Quiz | 3 | Francis Tay | 17-May-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| | | | Lecture | F2F | Career Pathfinder Series - Module 3 - Career Readiness Prep - Personal Branding & Resume | | Justus | 18-May-24 | FH1 (Level 1) | Saturday | 9.30am | to | 12.30pm | Lecture |
| 34 | Wk 7 | PROJECT WEEK 1 | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 20-May-24 | | Monday | 10:00 am | to | 10:00 pm | Use of Excel and Work on project. |
| 35 | | Forecasting & Scenarios | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 21-May-24 | | Tuesday | 10:00 am | to | 10:00 pm | Use of Excel and Work on project. |
| 36 | | | | | | | | 22-May-24 | | Wednesday | | | | Vesak Day Holiday |
| 37 | | | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 23-May-24 | | Thursday | 10:00 am | to | 10:00 pm | Use of Excel and Work on project. |
| 38 | | | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 24-May-24 | | Friday | 10:00 am | to | 10:00 pm | Use of Excel and Work on project. |
| 39 | | | Lecture | F2F | Forecasting & Scenarios | 3 | Francis Tay | 25-May-24 | FH1 (Level 1) | Saturday | 10:00 am | to | 1:00 pm | Lecture and Group Work |
| 40 | Wk 8 | Forecasting techniques | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 27-May-24 | | Monday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 41 | | Correlations, MLR | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 28-May-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 42 | | | Lecture | Synchronous | Forecasting (2) and Project Coaching | 3 | Francis Tay | 29-May-24 | | Wednesday | 7:00 pm | to | 9:00 pm | Use of Excel and hand-on work. |
| 43 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 3 | Francis Tay | 30-May-24 | | Thursday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 44 | | | Assignment/Quiz | Asynchronous | Assignment/Quiz | 3 | Francis Tay | 31-May-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| 45 | | | Lecture | F2F | Forecasting & Project Coaching 1 | 3 | Francis Tay | 01-Jun-24 | FH1 (Level 1) | Saturday | 10:00 am | to | 1:00 pm | Lecture and Group Work |
| 46 | Wk 9 | PROJECT WEEK 2 | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 03-Jun-24 | | Monday | 10:00 am | to | 10:00 pm | Use of Excel and Work on project. |
| 47 | | | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 04-Jun-24 | | Tuesday | 10:00 am | to | 10:00 pm | Use of Excel and Work on project. |
| 48 | | | Lecture | Synchronous | Project Coaching 2 | 3 | Francis Tay | 05-Jun-24 | | Wednesday | 7:00 pm | to | 10:00 pm | Use of Excel and hand-on work. |
| 49 | | | Check-in | Asynchronous | Work on Excel Dashboard Project | 3 | Francis Tay | 06-Jun-24 | | Thursday | 10:00 am | to | 10:00 pm | Use of Excel and Work on project. |
| 50 | | | Assignment/Quiz | Asynchronous | PROJECT PRESENTATION | 3 | Francis Tay | 07-Jun-24 | | Friday | 7:00 pm | to | 10:00 pm | Project Due Date |
| | | | Lecture | F2F | Career Pathfinder Series - Modules 4 & 5 - Career Readiness Prep - Interview prep + mock interviews | | Justus Teo | 08-Jun-24 | FH1 (Level 1) | Saturday | 9.30am | to | 12.30pm | Lecture and group work |
| | | Communicating Data Insights through Dashboards and Data Storytelling with Tableau | | Synchronous and Asynchronous | **LEARNING OBJECTIVES:** Week 10: Introduction to Data Visualization and Data Storytelling; Basic chart creation in Tableau Week 11: Manage and Manipulate Data within Tableau; Exploring data using charts Week 12: Creating Dashboards and Telling Story Week 13: Basic Predictive Analytics | 50 | Khoo Seok Teng | | Location | | | | | 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 |
| 51 | Wk 10 | Introduction to Data Visualization and Data Storytelling. Basic chart creation in Tableau. | Check-in | Synchronous | Introduction to Module | 1 | Khoo Seok Teng | 10-Jun-24 | | Monday | 7:00 pm | to | 8:00 pm | Introductory Lecture |
| 52 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 2 | Khoo Seok Teng | 11-Jun-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 53 | | | Lecture | Synchronous | Introduction to Data Visualization and Data Storytelling with Tableau. Familiarise with Tableau Interface and Basic Chart Creation. | 3 | Khoo Seok Teng | 12-Jun-24 | | Wednesday | 7:00 pm | to | 10:00 pm | Lecture and Group Work |
| 54 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Khoo Seok Teng | 13-Jun-24 | | Thursday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 55 | | | Assignment/Quiz | Asynchronous | Assignment/Quiz | 3 | Khoo Seok Teng | 14-Jun-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| 56 | Wk 11 | Manage and Manipulate data within Tableau; Exploring data using charts | | | | | | 17-Jun-24 | | Monday | | | | Hari Raya Haji Holiday |
| 57 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 2 | Khoo Seok Teng | 18-Jun-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 58 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Khoo Seok Teng | 19-Jun-24 | | Wednesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 59 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 3 | Khoo Seok Teng | 20-Jun-24 | | Thursday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 60 | | | Assignment/Quiz | Asynchronous | Assignment/Quiz | 3 | Khoo Seok Teng | 21-Jun-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |

## Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 8 April 24 Intake

**Course Code: TGS-2022013569**

| SN | Week | Module Name | Class Type | Online Type | Topics | Hours | Trainer | Date | | Day | Time | | | Remarks |
|----|------|-------------|------------|-------------|--------|-------|---------|------|---|-----|------|---|---|---------|
| 61 | | | Lecture | F2F | Data Manipulation in Tableau; Creating charts to explore data using charts | 3 | Khoo Seok Teng | 22-Jun-24 | FH1 (Level 1) | Saturday | 9:00 am | to | 12:00 pm | Lecture and Group Work |
| | | | | | | | | | | | | | | |
| 62 | Wk 12 | Creating Dashboards and Telling Story using Tableau | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Khoo Seok Teng | 24-Jun-24 | | 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. Work on Assignment. | 2 | Khoo Seok Teng | 25-Jun-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 64 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Khoo Seok Teng | 26-Jun-24 | | Wednesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 65 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Khoo Seok Teng | 27-Jun-24 | | 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/Quiz | 3 | Khoo Seok Teng | 28-Jun-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |
| 67 | | | Lecture | F2F | Creating dashboards with interactivity and telling story using Tableau | 3 | Khoo Seok Teng | 29-Jun-24 | FH1 (Level 1) | Saturday | 9:00 am | to | 12:00 pm | Lecture and Group Work |
| | | | Lecture | F2F | Career Pathfinder Series - Module 6 - Career Transition and Stablization | | Justus Teo | 29-Jun-24 | FH1 (Level 1) | Saturday | 1:30 pm | to | 4:30 pm | |
| | | | | | | | | | | | | | | |
| 68 | Wk 13 | Apply basic predictive analytics using Clusters and Forecasting | Check-in | Asynchronous | Access to Materials, Self-Learning. | 2 | Khoo Seok Teng | 01-Jul-24 | | Monday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 69 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. | 2 | Khoo Seok Teng | 02-Jul-24 | | Tuesday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 70 | | | Lecture | Synchronous | Basic Predictive Analytics using Clusters and Forecasting | 3 | Khoo Seok Teng | 03-Jul-24 | | Wednesday | 7:00 pm | to | 10:00 pm | Lecture and Group Work |
| 71 | | | Check-in | Asynchronous | Access to Materials, Self-Learning. Work on Assignment. | 2 | Khoo Seok Teng | 04-Jul-24 | | Thursday | 10:00 am | to | 10:00 pm | Check in anytime to get materials for self-learning in "Content" section. |
| 72 | | | Assignment/Quiz | Asynchronous | Assignment/Final Module Quiz | 3 | Khoo Seok Teng | 05-Jul-24 | | Friday | 10:00 am | to | 10:00 pm | Assignment/Quiz due date |

- All lecture will be facilitated Virtually unless otherwise stated
- F2F lecture will be held at NTU@one-north campus (off North Buona Vista Road)
- NTU reserves the right to change the date, mode/venue of lesson or cancel class due to unforseen circumstances