

### Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 22 April 24 Intake

SN	Week	Module Name	Class Type	Online Type	Topics	Hours	Trainer	Date	Day	Time	Remarks
		<b>Data Management, Data Wrangling and Exploratory Data Analysis (EDA)</b>		Synchronous and Asynchronous	<b>LEARNING OBJECTIVES:</b> 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	44	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	22-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	23-Apr-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
2			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	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.
3			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.
4			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Kan Hwa Heng	26-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	29-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	30-Apr-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
7								01-May-24	Wednesday		Labour Day Holiday
8			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.
9			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Kan Hwa Heng	03-May-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	04-May-24	Saturday	9:00 am to 12:00 pm	Lecture
11	Wk 3	Introduction to Data Model Documentation	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	06-May-24	Monday	10:00 am to 10:00 pm	Deepavali Holiday
12			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	07-May-24	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	08-May-24	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	09-May-24	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	3	Kan Hwa Heng	10-May-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz Due Date
16			Lecture	F2F	SQL Statements. Data model documentation.	3	Kan Hwa Heng	11-May-24	Saturday	9:00 am to 12:00 pm	Lecture
17	Wk 4	Shaping data with SQL	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	13-May-24	Monday	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	2	Kan Hwa Heng	14-May-24	Tuesday	7:00 pm 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.	3	Kan Hwa Heng	15-May-24	Wednesday	10:00 am to 10:00 pm	Lecture and Group Work
20			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	16-May-24	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	17-May-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
		<b>Analysing and Interpreting Data</b>		Synchronous and Asynchronous	<b>LEARNING OBJECTIVES:</b> 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	81	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.
22	Wk 5	Introduction, Data Cleaning, EDA and Time Series	Check-in	Synchronous	Introduction to Module	2	Francis Tay	20-May-24	Monday	7:00 pm to 9:00 pm	Introduction and the use of Excel for data analysis.
23			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	21-May-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
24								22-May-24	Wednesday		Vesak Day Holiday
25			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	23-May-24	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	Francis Tay	24-May-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
27			Lecture	F2F	Time Series & Benchmarking	3	Francis Tay	25-May-24	Saturday	10:00 am to 1:00 pm	Lecture and Group Work
28	Wk 6	Benchmarking & Data Storytelling	Check-in	Asynchronous	Access to Materials, Self-Learning.	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.
29			Check-in	Asynchronous	Access to Materials, Self-Learning.	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.
30			Lecture	Synchronous	Benchmarking & Data Storytelling	3	Francis Tay	29-May-24	Wednesday	7:00 pm to 10:00 pm	Use of Excel and hand-on work.
31			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	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.
32			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Francis Tay	31-May-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
33			Lecture	F2F	Time Series & Benchmarking	3	Francis Tay	01-Jun-24	Saturday	10:00 am to 1:00 pm	Lecture and Group Work
34	Wk 7	PROJECT WEEK 1	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.
35		Forecasting & Scenarios	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.
36			Lecture	Synchronous	Benchmarking & Data Storytelling	3	Francis Tay	05-Jun-24	Wednesday	7:00 pm to 10:00 pm	Use of Excel and hand-on work.
37			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	06-Jun-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	4	Francis Tay	07-Jun-24	Friday	10:00 am to 10:00 pm	Use of Excel and Work on project.
39	Wk 8	Forecasting techniques	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	10-Jun-24	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
40		Correlations, MLR	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	11-Jun-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
41			Lecture	Synchronous	Forecasting (2) and Project Coaching	3	Francis Tay	12-Jun-24	Wednesday	7:00 pm to 9:00 pm	Use of Excel and hand-on work.
42			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	13-Jun-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/Quiz	3	Francis Tay	14-Jun-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
44			Lecture	F2F	Forecasting & Project Coaching 1	3	Francis Tay	15-Jun-24	Saturday	10:00 am to 1:00 pm	Lecture and Group Work
45	Wk 9	PROJECT WEEK 2						17-Jun-24	Monday		Hari Raya Haji Holiday
46			Lecture	Synchronous	Project Coaching 2	3	Francis Tay	18-Jun-24	Tuesday	7:00 pm to 10:00 pm	Use of Excel and hand-on work.
47			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	19-Jun-24	Wednesday	10:00 am to 10:00 pm	Use of Excel and Work on project.
48			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	20-Jun-24	Thursday	10:00 am to 10:00 pm	Use of Excel and Work on project.
49			Assignment/Quiz	Asynchronous	PROJECT PRESENTATION	3	Francis Tay	21-Jun-24	Friday	7:00 pm to 10:00 pm	Project Due Date
		<b>Communicating Data Insights through Dashboards and Data Storytelling with Tableau</b>		Synchronous and Asynchronous	<b>LEARNING OBJECTIVES:</b> 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	51	Khoi Seok Teng	Location			Participants will be required to download FREE version of TABLEAU Public 2022 at <a href="https://public.tableau.com/en-us/#/download">https://public.tableau.com/en-us/#/download</a> . 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: <a href="https://public.tableau.com/en-us/">https://public.tableau.com/en-us/</a> • Use "Sign up" button on top right of page.
50	Wk 10	Introduction to Data Visualization and Data Storytelling. Basic chart creation in Tableau.	Check-in	Synchronous	Introduction to Module	1	Khoi Seok Teng	24-Jun-24	Monday	7:00 pm to 8:00 pm	Introductory Lecture
51			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoi 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.
52			Lecture	Synchronous	Introduction to Data Visualization and Data Storytelling with Tableau. Familiarise with Tableau Interface and Basic Chart Creation.	3	Khoi Seok Teng	26-Jun-24	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
53			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoi 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.
54			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Khoi Seok Teng	28-Jun-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
55	Wk 11	Manage and Manipulate data within Tableau; Exploring data using charts	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	1	Khoi Seok Teng	01-Jul-24	Monday	9:00 am to 9:00 pm	Check in anytime to get materials for self-learning in "Content" section.
56			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoi 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.
57			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoi Seok Teng	03-Jul-24	Wednesday	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.	3	Khoi 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.
59			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Khoi Seok Teng	05-Jul-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
60			Lecture	F2F	Data Manipulation in Tableau; Creating charts to explore data using charts	3	Khoi Seok Teng	06-Jul-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
61	Wk 12	Creating Dashboards and Telling Story using Tableau	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoi Seok Teng	08-Jul-24	Monday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
62			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoi Seok Teng	09-Jul-24	Tuesday	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	Khoi Seok Teng	10-Jul-24	Wednesday	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	Khoi Seok Teng	11-Jul-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	Khoi Seok Teng	12-Jul-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	Khoi Seok Teng	13-Jul-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
68	Wk 13	Apply basic predictive analytics using Clusters and Forecasting	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoi Seok Teng	15-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	Khoi Seok Teng	16-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	Khoi Seok Teng	17-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	Khoi Seok Teng	18-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	Khoi Seok Teng	19-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 unforeseen circumstances