

Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 13 May 24 Intake

Course Code: TGS-XXXXXXXXXX

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	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	1	Francis Tay Kan Hwa Heng	13-May-24	Monday	7:00 pm to 8:00 pm	Introductory Lecture
2			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	14-May-24	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	15-May-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	16-May-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	17-May-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
6	Wk 2	Introduction to Relational Databases and SQL statements	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	20-May-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.	2	Kan Hwa Heng	21-May-24	Tuesday	11:00 am to 11:00 pm	Check in anytime to get materials for self-learning in "Content" section.
8								22-May-24	Wednesday		Vesak Day Holiday
9			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	23-May-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	24-May-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	25-May-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
			Lecture	F2F	Career Pathfinder Series - Module 1 - Fundamentals of Career Discovery Navigation and Readiness	3	Justus Teo	25-May-24	Saturday	1:30 pm to 4:30pm	Lecture and Group Work
12	Wk 3	Introduction to Data Model Documentation	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	27-May-24	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.	1	Kan Hwa Heng	28-May-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	29-May-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	30-May-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	31-May-24	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	01-Jun-24	Saturday	9:00 am to 12:00 pm	Lecture and Group Work
18	Wk 4	Shaping data with SQL	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	03-Jun-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	04-Jun-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	05-Jun-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	06-Jun-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	07-Jun-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 & Time Series Week 6: Benchmarking Week 7: Project Week 1 Week 8: Forecasting (1) and Dashboarding Week 9: Forecasting (2) - Correlation Analysis, MLR and Data Storytelling Week 10: Project Week 2 + Presentation	90	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 to Business Analytics and Forecasting	Check-in	Synchronous	Introduction to Module	1	Francis Tay	10-Jun-24	Monday	7:00 pm to 8:00 pm	Introduction and the use of Excel for data analysis.
24			Check-in	Asynchronous	Access to Materials, Self-Learning.	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.
25			Lecture	Synchronous	Data Cleaning & Time Series Analysis	3	Francis Tay	12-Jun-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	13-Jun-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	2	Francis Tay	14-Jun-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	3	Justus Teo	15-Jun-24	Saturday	9:30 am to 12:30pm	Lecture and Group Work
28	Wk 6	Benchmarking						17-Jun-24	Monday		Hari Raya Haji
29			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	18-Jun-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	2	Francis Tay	19-Jun-24	Wednesday	7:00 pm to 9:00 pm	Use of Excel and hand-on-work.
31			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Francis Tay	20-Jun-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	2	Francis Tay	21-Jun-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
33			Lecture	F2F	Time Series and Benchmarking	3	Francis Tay	22-Jun-24	Saturday	10:00 am to 1:00 pm	Lecture and Group Work
			Lecture	F2F	Career Pathfinder Series - Module 3 - Career Readiness Prep - Personal Branding & Resume	3	Justus	22-Jun-24	Saturday	1:30 pm to 4:30 pm	Lecture and Group Work
34	Wk 7	Dashboarding and Data Storytelling and PROJECT WEEK 1	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	24-Jun-24	Monday	10:00 am to 10:00 pm	Use of Excel and Work on project.
35			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	25-Jun-24	Tuesday	10:00 am to 10:00 pm	Use of Excel and Work on project.
36			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	26-Jun-24	Wednesday	10:00 am to 10:00 pm	Use of Excel and Work on project.
37			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	27-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	3	Francis Tay	28-Jun-24	Friday	10:00 am to 10:00 pm	Use of Excel and Work on project.
39	Wk 8	Forecasting Techniques (1)	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	01-Jul-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.	3	Francis Tay	02-Jul-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 Scenarios	2	Francis Tay	03-Jul-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.	2	Francis Tay	04-Jul-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	2	Francis Tay	05-Jul-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
44			Lecture	F2F	Forecasting Scenarios	2	Francis Tay	06-Jul-24	Saturday	10:00 am to 12:00 pm	Use of Excel and hand-on-work.
45	Wk 9	Forecasting Techniques (2)	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	08-Jul-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.	3	Francis Tay	09-Jul-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
47			Lecture	Synchronous	Correlation Analysis, MLR	2	Francis Tay	10-Jul-24	Wednesday	7:00 pm to 9:00 pm	Use of Excel and hand-on-work.
48			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	11-Jul-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/Quiz	2	Francis Tay	12-Jul-24	Friday	10:00 am to 10:00 pm	Assignment/Quiz due date
			Lecture	F2F	Career Pathfinder Series - Modules 4 & 5 - Career Readiness Prep - Interview prep + mock interviews	3	Justus Teo	13-Jul-24	Saturday	9:30 am to 12:30 pm	Lecture and group work
50			Lecture	F2F	Forecasting Scenarios	2	Francis Tay	13-Jul-24	Saturday	1:30 pm to 3:30 pm	Use of Excel and hand-on-work.
51	Wk 10	MS excel PROJECT WEEK 2	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	15-Jul-24	Monday	10:00 am to 10:00 pm	Use of Excel and Work on project.
52			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	16-Jul-24	Tuesday	10:00 am to 10:00 pm	Use of Excel and Work on project.
53			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	17-Jul-24	Wednesday	10:00 am to 10:00 pm	Use of Excel and Work on project.
54			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	18-Jul-24	Thursday	10:00 am to 10:00 pm	Use of Excel and Work on project.
55			Lecture	Synchronous	Project Presentation	3	Francis Tay	19-Jul-24	Friday	7:00 pm to 10:00 pm	Project Due Date
		Communicating Data Insights through Dashboards and Data Storytelling with Tableau		Synchronous and Asynchronous	LEARNING OBJECTIVES: Week 11: Introduction to Data Visualization and Data Storytelling; Basic chart creation in Tableau Week 12: Manage and Manipulate Data within Tableau; Exploring data using charts Week 13: Creating Dashboards and Telling Story Week 14: Basic Predictive Analytics	49	Khoo Seek Teng				Participants will be required to download FREE version of TABLEAU Public 2022 at https://public.tableausoft.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.tableausoft.com/en-us/#/ • Use "Sign up" button on top right of page
56	Wk 11	Introduction to Data Visualization and Data Storytelling. Basic chart creation in Tableau.	Check-in	Synchronous	Introduction to Module	1	Khoo Seek Teng	22-Jul-24	Monday	7:00 pm to 8:00 pm	Introductory Lecture
57			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seek Teng	23-Jul-24	Tuesday	10:00 am to 10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
58			Lecture	Synchronous	Introduction to Data Visualization and Data Storytelling with Tableau. Familiarise with Tableau interface and Basic Chart Creation.	3	Khoo Seek Teng	24-Jul-24	Wednesday	7:00 pm to 10:00 pm	Lecture and Group Work
59			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seek Teng	25-Jul-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 Seek Teng	26-Jul-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	
61	Wk 12	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-Jul-24	Monday	9:00 am	to	9:00 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	Khoo Seok Teng	30-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	Khoo Seok Teng	31-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	Khoo Seok Teng	01-Aug-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	Khoo Seok Teng	02-Aug-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
66			Lecture	F2F	Data Manipulation in Tableau; Creating charts to explore data using charts	3	Khoo Seok Teng	03-Aug-24	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
			Lecture	F2F	Career Pathfinder Series - Module 6- Career Transition and Stabilization	2	Justus Teo	03-Aug-24	Saturday	1.30 pm	to	4.00 pm	Lecture and Group Work
67	Wk 13	Creating Dashboards and Telling Story using Tableau	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	05-Aug-24	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
68			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	06-Aug-24	Tuesday	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. Work on Assignment.	2	Khoo Seok Teng	07-Aug-24	Wednesday	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	2	Khoo Seok Teng	08-Aug-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
71								09-Aug-24	Friday				National Day Holiday
72			Lecture	F2F	Creating dashboards with interactivity and telling story using Tableau	3	Khoo Seok Teng	10-Aug-24	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
73	Wk 14	Apply basic predictive analytics using Clusters and Forecasting	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	12-Aug-24	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
74			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	13-Aug-24	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
75			Lecture	Synchronous	Basic Predictive Analytics using Clusters and Forecasting	3	Khoo Seok Teng	14-Aug-24	Wednesday	7:00 pm	to	10:00 pm	Lecture and Group Work
76			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	15-Aug-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
77			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	2	Khoo Seok Teng	16-Aug-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