

Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 1 July 24 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	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	1-Jul-24	Monday	7:00 pm	to	8:00 pm	Introductory Lecture
2			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	2-Jul-24	Tuesday	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.	3	Kan Hwa Heng	3-Jul-24	Wednesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
4			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	4-Jul-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	5-Jul-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
6			Lecture	F2F	Introduction to Relational Databases and SQL statements.	3	Kan Hwa Heng	6-Jul-24	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
7	Wk 2	Introduction to Relational Databases and SQL statements	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	8-Jul-24	Monday	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.	2	Kan Hwa Heng	9-Jul-24	Tuesday	11:00 am	to	11:00 pm	Check in anytime to get materials for self-learning in "Content" section.
9			Lecture	Synchronous	Shaping Data with SQL.	3	Kan Hwa Heng	10-Jul-24	Wednesday	7:00 pm	to	10:00 pm	Lecture and Group Work
10			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Kan Hwa Heng	11-Jul-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
11			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Kan Hwa Heng	12-Jul-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
12	Wk 3	Introduction to Data Model Documentation	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	15-Jul-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	16-Jul-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	17-Jul-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	18-Jul-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	19-Jul-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	20-Jul-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	22-Jul-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	23-Jul-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	24-Jul-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	25-Jul-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	26-Jul-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
		BAAnalysing and Interpreting Data		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 Week 9: Forecasting & Scenarios Week 10: 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 to Business Analytics and Forecasting & Time Series	Check-in	Synchronous	Introduction to Module	1	Francis Tay	29-Jul-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	30-Jul-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	2	Francis Tay	31-Jul-24	Wednesday	7:00 pm	to	9:00 pm	Use of Excel and hand-on work.
26			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	1-Aug-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	2-Aug-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
28			Lecture	F2F	Time Series and Benchmarking	3	Francis Tay	3-Aug-24	Saturday	10:00 am	to	1:00 pm	Lecture and Group Work
29	Wk 6	Benchmarking & Forecasting	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	5-Aug-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	6-Aug-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	2	Francis Tay	7-Aug-24	Wednesday	7:00 pm	to	9:00 pm	Use of Excel and hand-on work.
32			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Francis Tay	8-Aug-24	Thursday	10:00 am	to	10:00 pm	Assignment/Quiz due date
33								9-Aug-24	Friday				National Day Holiday
34			Lecture	F2F	Forecasting	3	Francis Tay	10-Aug-24	Saturday	10:00 am	to	1:00 pm	Lecture and Group Work
35	Wk 7	Dashboarding and Data Storytelling and PROJECT WEEK 1	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	12-Aug-24	Monday	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	13-Aug-24	Tuesday	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	14-Aug-24	Wednesday	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	15-Aug-24	Thursday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
39			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	16-Aug-24	Friday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
40	Wk 8	Forecasting Techniques (1)	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	19-Aug-24	Monday	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.	3	Francis Tay	20-Aug-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, Scenarios	2	Francis Tay	21-Aug-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.	2	Francis Tay	22-Aug-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	2	Francis Tay	23-Aug-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
45	Wk 9	Forecasting Techniques (2)	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	26-Aug-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	27-Aug-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	3	Francis Tay	28-Aug-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	29-Aug-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	30-Aug-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
51	Wk 10	PROJECT WEEK 2 and Presentation	Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	2-Sep-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	3-Sep-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	4-Sep-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	3	Francis Tay	5-Sep-24	Thursday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
55			Lecture	Synchronous	Project Presentation	3	Francis Tay	6-Sep-24	Friday	7:00 pm	to	10:00 pm	Project Due Date
		Communicating Insights, Dashboarding and Data Storytelling		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	51	Khoo Seok Teng						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
56	Wk 11	Introduction to Data Visualization and Data Storytelling. Basic chart creation in Tableau.	Lecture	Synchronous	Module Introduction. Introduction to Data Visualization and Data Storytelling with Tableau. Familiarise with Tableau Interface and Basic Chart Creation.	3	Khoo Seok Teng	9-Sep-24	Monday	7:00 pm	to	10:00 pm	Introduction and Lecture
57			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	10-Sep-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.	2	Khoo Seok Teng	11-Sep-24	Wednesday	10:00 am	to	10:00 pm	Midweek recorded lecture with assignment
59			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	12-Sep-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	13-Sep-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
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	16-Sep-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	17-Sep-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	18-Sep-24	Wednesday	10:00 am	to	10:00 pm	Midweek recorded lecture with assignment
64			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	19-Sep-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	20-Sep-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	21-Sep-24	Saturday	9:00 am	to	12:00 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	23-Sep-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	24-Sep-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	25-Sep-24	Wednesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
70			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	26-Sep-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
71			Assignment/Quiz	Asynchronous	Assignment/Quiz	3	Khoo Seok Teng	27-Sep-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
72			Lecture	F2F	Creating dashboards with interactivity and telling story using Tableau	3	Khoo Seok Teng	28-Sep-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	30-Sep-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	1-Oct-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	2-Oct-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	3-Oct-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	4-Oct-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date

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