

Schedule for SCTP in Data and Information Literacy Upgrading Programme (DIAL-UP): 9 September 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	41	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	9-Sep-24	Monday	7:00 pm	to	8:00 pm	Introductory Lecture
2			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	10-Sep-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	11-Sep-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	12-Sep-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	13-Sep-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	16-Sep-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	17-Sep-24	Tuesday	11:00 am	to	11:00 pm	Check in anytime to get materials for self-learning in "Content" section.
8			Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Kan Hwa Heng	18-Sep-24	Wednesday	11:00 am	to	11:00 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	19-Sep-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	20-Sep-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	21-Sep-24	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
12	Wk 3	Introduction to Data Model Documentation	Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Kan Hwa Heng	23-Sep-24	Monday	9:00 am	to	9:00 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	24-Sep-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	25-Sep-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	26-Sep-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	27-Sep-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	28-Sep-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	30-Sep-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.	1	Kan Hwa Heng	1-Oct-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	2-Oct-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	3-Oct-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	4-Oct-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
		Communicating Insights, Dashboarding and Data Storytelling		Synchronous and Asynchronous	LEARNING OBJECTIVES: Week 5: Introduction to Data Visualization and Data Storytelling; Basic chart creation in Tableau Week 6: Manage and Manipulate Data within Tableau; Exploring data using charts Week 7: Creating Dashboards and Telling Story Week 8: Basic Predictive Analytics	43	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
23	Wk 5	Introduction to Data Visualization and Data Storytelling. Basic chart creation in Tableau.	Lecture	Synchronous	Introduction to Module. Introduction to Data Visualization and Data Storytelling with Tableau. Familiarise with Tableau Interface and Basic Chart Creation.	3	Khoo Seok Teng	7-Oct-24	Monday	7:00 pm	to	10:00 pm	Lecture and Group Work
24			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	8-Oct-24	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
25			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Khoo Seok Teng	9-Oct-24	Wednesday	10:00 am	to	10:00 pm	Midweek recorded lecture with assignment
26			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	10-Oct-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	Khoo Seok Teng	11-Oct-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
28	Wk 6	Manage and Manipulate data within Tableau; Exploring data using charts	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	1	Khoo Seok Teng	14-Oct-24	Monday	9:00 am	to	9:00 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 Seok Teng	15-Oct-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 Seok Teng	16-Oct-24	Wednesday	10:00 am	to	10:00 pm	Midweek recorded lecture with assignment
31			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	17-Oct-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	Khoo Seok Teng	18-Oct-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
33			Lecture	F2F	Data Manipulation in Tableau; Creating charts to explore data using charts	3	Khoo Seok Teng	19-Oct-24	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
34	Wk 7	Creating Dashboards and Telling Story using Tableau	Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	1	Khoo Seok Teng	21-Oct-24	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
35			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	22-Oct-24	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
36			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	23-Oct-24	Wednesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
37			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	2	Khoo Seok Teng	24-Oct-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
38			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Khoo Seok Teng	25-Oct-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
39			Lecture	F2F	Creating dashboards with interactivity and telling story using Tableau	3	Khoo Seok Teng	26-Oct-24	Saturday	9:00 am	to	12:00 pm	Lecture and Group Work
40	Wk 8	Apply basic predictive analytics using Clusters and Forecasting	Check-in	Asynchronous	Access to Materials, Self-Learning.	1	Khoo Seok Teng	28-Oct-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.	2	Khoo Seok Teng	29-Oct-24	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
42			Lecture	Synchronous	Basic Predictive Analytics using Clusters and Forecasting	3	Khoo Seok Teng	30-Oct-24	Wednesday	7:00 pm	to	10:00 pm	Lecture and Group Work
43								31-Oct-24	Thursday				Deepavali Holiday
44			Assignment/Quiz	Asynchronous	Assignment/Final Module Quiz	2	Khoo Seok Teng	1-Nov-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
					LEARNING OBJECTIVES: Week 9: Introduction to Business Analytics and Time Series Analysis Week 10: Time Series & Benchmarking Week 11: Project Week 1 & Forecasting Week 12: Forecasting & Scenarios Week 13: Project Week 2 + Presentation	84	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.
45	Wk 9	Introduction to Business Analytics and Forecasting	Check-in	Synchronous	Introduction to Module	1	Francis Tay	4-Nov-24	Monday	7:00 pm	to	8:00 pm	Introduction and the use of Excel for data analysis.
46			Check-in	Asynchronous	Access to Materials, Self-Learning.	2	Francis Tay	5-Nov-24	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
47			Lecture	Synchronous	Data Cleaning & Time Series Analysis	3	Francis Tay	6-Nov-24	Wednesday	7:00 pm	to	10:00 pm	Use of Excel and hand-on work.
43			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	7-Nov-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
48			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Francis Tay	8-Nov-24	Friday	12:00 am	to	12:00 am	Assignment/Quiz due date
49	Wk 10	Time Series, Benchmarking	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	11-Nov-24	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
50			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	12-Nov-24	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
51			Lecture	Synchronous	Benchmarking	3	Francis Tay	13-Nov-24	Wednesday	7:00 pm	to	10:00 pm	Use of Excel and hand-on work.
52			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	14-Nov-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
53			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Francis Tay	15-Nov-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
54	Wk 11	Dashboarding and Data Storytelling and PROJECT WEEK 1	Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	18-Nov-24	Monday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
55			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	19-Nov-24	Tuesday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
56			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	20-Nov-24	Wednesday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
57			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	21-Nov-24	Thursday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
58			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	22-Nov-24	Friday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
59			Lecture	F2F	Forecasting, Scenarios	3	Francis Tay	23-Nov-24	Saturday	10:00 am	to	1:00 pm	Use of Excel and hand-on work.
60	Wk 12	Forecasting Techniques	Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	25-Nov-24	Monday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
61			Check-in	Asynchronous	Access to Materials, Self-Learning.	3	Francis Tay	26-Nov-24	Tuesday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
62			Lecture	Synchronous	Forecasting	3	Francis Tay	27-Nov-24	Wednesday	7:00 pm	to	10:00 pm	Use of Excel and hand-on work.
63			Check-in	Asynchronous	Access to Materials, Self-Learning. Work on Assignment.	3	Francis Tay	28-Nov-24	Thursday	10:00 am	to	10:00 pm	Check in anytime to get materials for self-learning in "Content" section.
64			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Francis Tay	29-Nov-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
65			Lecture	F2F	Forecasting & Scenarios	3	Francis Tay	30-Nov-24	Saturday	10:00 am	to	1:00 pm	Use of Excel and hand-on work.
60	Wk 13	PROJECT WEEK 2	Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	2-Dec-24	Monday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
61			Check-in	Asynchronous	Work on Excel Dashboard Project	4	Francis Tay	3-Dec-24	Tuesday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
62			Lecture	Synchronous	Forecasting, Scenarios	3	Francis Tay	4-Dec-24	Wednesday	7:00 pm	to	10:00 pm	Use of Excel and hand-on work.
63			Check-in	Asynchronous	Work on Excel Dashboard Project	3	Francis Tay	5-Dec-24	Thursday	10:00 am	to	10:00 pm	Use of Excel and Work on project.
64			Assignment/Quiz	Asynchronous	Assignment/Quiz	2	Francis Tay	6-Dec-24	Friday	10:00 am	to	10:00 pm	Assignment/Quiz due date
65			Lecture	F2F	Project Presentation	3	Francis Tay	7-Dec-24	Saturday	10:00 am	to	1:00 pm	Presentations

- 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 lessons or cancel them due to unforeseen circumstances