NGEE ANN POLYTECHNIC
SkillsFuture Career Transition Programme (SCTP)
Advanced Data Analytics and Data Visualisation (ADAV)
Detailed Course Schedule, Daytime, Jan 2024 intake

Week	Date	Day	Time	Mode	Topic	Trainer
Data Preparation & Visualisation with MS Excel						
1	30-Jan-24	Tue	9am-1pm	F2F	Introduction & Data Format	Ong Su Kit
1	30-Jan-24	Tue	2pm-6pm	F2F	Data collection, validation & preparation	Ong Su Kit
1	1-Feb-24	Thu	9am-1pm	F2F	Conditional formatting, formulae, Relative/Absolute Cell Reference	Ong Su Kit
1	1-Feb-24	Thu	1pm-6pm	F2F	Basic functions	Ong Su Kit
2	6-Feb-24	Tue	9am-1pm	F2F	Excel tables & filters	Ong Su Kit
2	6-Feb-24	Tue	2pm-6pm	F2F	Excel charts	Ong Su Kit
2	8-Feb-24	Thu	9am-1pm	F2F	Pivot tables & pivot charts	Ong Su Kit
3	16-Feb-24 *CNY on 10-12 Feb (Mon)*	Fri	2pm-6pm	OSL	Mini-Project 1 consultation	Ong Su Kit
Data Analytics & Reporting Skills						
4	20-Feb-24	Tue	9am-1pm	F2F	Data science versus data analytics Good data visualisation practices	Hui Kah Seng
4	20-Feb-24	Tue	2pm-6pm	F2F	Statistics – part 1	Hui Kah Seng
4	22-Feb-24	Thu	9am-1pm	F2F	Statistics – part 2	Hui Kah Seng
4	22-Feb-24	Thu	2pm-6pm	F2F	Excel data analysis toolpak	Hui Kah Seng
5	27-Feb-24	Tue	9am-1pm	F2F	Predictive modelling using correlation and regression	Hui Kah Seng
5	27-Feb-24	Tue	2pm-6pm	F2F	What-If analysis	Loh Wai Tuck
5	29-Feb-24	Thu	9am-1pm	F2F	Advanced functions for data analysis	Loh Wai Tuck
5	29-Feb-24	Thu	2pm-4pm	F2F	Advanced functions for data analysis	Loh Wai Tuck
5	29-Feb-24	Thu	4pm-6pm	F2F	Effective reporting and data communication	Narayanan Maykalavaane
6	5-Mar-24	Tue	9am-1pm	F2F	Dashboard (with slicers, timelines)	Ong Su Kit
6	5-Mar-24	Tue	2pm-6pm	F2F	Dashboard (with slicers, timelines)	Ong Su Kit
6	7-Mar-24	Thu	2pm-6pm	OSL	Mini-Project 2 consultation	Hui Kah Seng/ Loh Wai Tuck
Automated Data Processing						
7	12-Mar-24	Tue	9am-1pm	F2F	Macro recording	Loh Wai Tuck
7	12-Mar-24	Tue	2pm-6pm	F2F	Programming basics	Loh Wai Tuck
7	14-Mar-24	Thu	9am-1pm	F2F	VBA – Control Flow	Loh Wai Tuck
7	14-Mar-24	Thu	2pm-6pm	F2F	VBA – Functions and Debugging	Loh Wai Tuck
8	19-Mar-24	Tue	9am-1pm	F2F	VBA – Write your own functions	Loh Wai Tuck
8	19-Mar-24	Tue	2pm-6pm	F2F	VBA – Working with other applications	Loh Wai Tuck

8	21-Mar-24	Thu	9am-1pm	F2F	VBA – UserForms	Loh Wai Tuck
8	21-Mar-24	Thu	2pm-6pm	F2F	Basic automation with UI Path	Max Lam
9	26-Mar-24	Tue	9am-1pm	OSL	Mini-Project 3 consultation	Loh Wai Tuck

Capstone Project

9	28-Mar-24	Thu	2pm-4pm	OSL	Final Project consultation	All
10	2-Apr-24	Tue	9am-11am	OSL	Final Project consultation	All
	4-Apr-24 *Hari Raya Puasa on 10 Apr (Wed)*	Thu	9am-1pm	F2F	Final Project presentation	All

Public Holidays: **10-12 *Feb 2024 (Sat-Mon) – Chinese New Year***
                    10 Apr *2024 (Wed) – Hari Raya Puasa*

Important: Schedule may be subject to changes due to circumstances such as adjustments for varying pace of learning, impact due to Covid-19 or any other unforeseen situations.

Notes:

The mode of lessons is indicated face-to-face on campus (**F2F**) OR online synchronous learning (**OSL**) on the planned lesson schedule above. Additional online asynchronous learning (**OAL**) will be required for trainees to learn independently and complete the necessary assignments given throughout the course. Do note that mode of learning may be subject to changes due to various circumstances.

Trainees must fulfill the minimum attendance requirements and pass the assessments to qualify for course fee subsidies.

Trainees must complete all four modules, including passing all assessments, in order to obtain an electronic Certificate of Performance issued by NP CET Academy at the end of the course.