

NGEE ANN POLYTECHNIC

SkillsFuture Career Transition Programme (SCTP)

Advanced Data Analytics and Data Visualisation (ADAV)

Detailed Course Schedule, Sep 2023 intake

| Week | Date | Day | Time | Mode | Topic | Trainer |
|---|-----------|-----|----------|------|---|---------------------------------------|
| Data Preparation & Visualisation with MS Excel | | | | | | |
| 1 | 12-Sep-23 | Tue | 6pm-10pm | F2F | Introduction & Data Format | Narayanan Maykalavaane |
| | 13-Sep-23 | Wed | 6pm-10pm | F2F | Data collection, validation & preparation | Narayanan Maykalavaane |
| | 14-Sep-23 | Thu | 6pm-10pm | F2F | Conditional formatting, formulae, Relative/Absolute Cell Reference | Narayanan Maykalavaane |
| 2 | 19-Sep-23 | Tue | 6pm-10pm | F2F | Basic functions | Narayanan Maykalavaane |
| | 20-Sep-23 | Wed | 6pm-10pm | F2F | Excel tables & advanced filters | Ong Su Kit |
| | 21-Sep-23 | Thu | 6pm-10pm | F2F | Excel charts | Ong Su Kit |
| 3 | 26-Sep-23 | Tue | 6pm-10pm | F2F | Pivot tables & pivot charts | Ong Su Kit |
| | 27-Sep-23 | Wed | 7pm-9pm | OSL | Mini-Project 1 consultation | Narayanan Maykalavaane/ Ong Su Kit |
| | 28-Sep-23 | Thu | 7pm-9pm | OSL | Mini-Project 1 consultation | Narayanan Maykalavaane/ Ong Su Kit |
| Data Analytics & Reporting Skills | | | | | | |
| 4 | 03-Oct-23 | Tue | 6pm-10pm | F2F | Data science versus data analytics Good data visualisation practices | Hui Kah Seng |
| | 04-Oct-23 | Wed | 6pm-10pm | F2F | Statistics – part 1 | Hui Kah Seng |
| | 05-Oct-23 | Thu | 6pm-10pm | F2F | Statistics – part 2 | Hui Kah Seng |
| 5 | 10-Oct-23 | Tue | 6pm-10pm | F2F | Excel data analysis toolpak | Hui Kah Seng |
| | 11-Oct-23 | Wed | 6pm-10pm | F2F | Predictive modelling using correlation and regression | Hui Kah Seng |
| | 12-Oct-23 | Thu | 6pm-10pm | F2F | What-If analysis | Loh Wai Tuck |
| 6 | 17-Oct-23 | Tue | 6pm-10pm | F2F | Advanced functions for data analysis | Cheung Kian Wah |
| | 18-Oct-23 | Wed | 7pm-9pm | F2F | Advanced functions for data analysis | Cheung Kian Wah |
| | 19-Oct-23 | Thu | 7pm-9pm | F2F | Effective reporting and data communication | Narayanan Maykalavaane |
| 7 | 24-Oct-23 | Tue | 6pm-10pm | F2F | Dashboard (with slicers, timelines) | Ong Su Kit |
| | 25-Oct-23 | Wed | 6pm-10pm | F2F | Dashboard (with slicers, timelines) | Ong Su Kit |
| | 26-Oct-23 | Thu | 7pm-9pm | OSL | Mini-Project 2 consultation | Hui Kah Seng/ |

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|----------------------------------|-----------|-----|----------|-----|---------------------------------------|----------------------------------|
| | | | | | | Cheung Kian Wah |
| 8 | 31-Oct-23 | Tue | 7pm-9pm | OSL | Mini-Project 2 consultation | Hui Kah Seng/ Cheung Kian Wah |
| Automated Data Processing | | | | | | |
| 8 | 01-Nov-23 | Wed | 6pm-10pm | F2F | Macro recording | Loh Wai Tuck |
| | 02-Nov-23 | Thu | 6pm-10pm | F2F | Programming basics | Loh Wai Tuck |
| 9 | 07-Nov-23 | Tue | 6pm-10pm | F2F | VBA – Control Flow | Loh Wai Tuck |
| | 08-Nov-23 | Wed | 6pm-10pm | F2F | VBA – Functions and Debugging | Loh Wai Tuck |
| | 09-Nov-23 | Thu | 6pm-10pm | F2F | VBA – Write your own functions | Loh Wai Tuck |
| 10 | 14-Nov-23 | Tue | 6pm-10pm | F2F | VBA – Working with other applications | Loh Wai Tuck |
| | 15-Nov-23 | Wed | 6pm-10pm | F2F | VBA – UserForms | Loh Wai Tuck |
| | 16-Nov-23 | Thu | 7pm-9pm | OSL | Final Project consultation | All |
| 11 | 21-Nov-23 | Tue | 7pm-9pm | OSL | Mini-Project 3 consultation | Loh Wai Tuck |
| | 22-Nov-23 | Wed | 7pm-9pm | OSL | Mini-Project 3 consultation | Loh Wai Tuck |
| | 23-Nov-23 | Thu | 6pm-10pm | F2F | Basic automation with TagUI | Ong Su Kit |
| Capstone Project | | | | | | |
| 12 | 28-Nov-23 | Tue | 7pm-9pm | OSL | Final Project consultation | All |
| | 30-Nov-23 | Thu | 6pm-10pm | F2F | Final Project presentation | All |

Public Holidays: 12-13 Nov 2023 (Sun-Mon) – Deepavali (Lesson not affected)

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.