

NGEE ANN POLYTECHNIC

SkillsFuture Career Transition Programme (SCTP)

Advanced Data Analytics and Data Visualisation (ADAV)

Detailed Course Schedule, **Daytime, Oct 2024 intake**

Data Preparation & Visualisation with MS Excel							
Week	Date	Day	Time	Mode	Venue	Topic	Trainer
1	21-Oct-24	Mon	9am-1pm	F2F	TBC	Introduction & Data Format	Philip Liau
1	21-Oct-24	Mon	2pm-6pm	F2F		Data collection, validation & preparation	Philip Liau
1	23-Oct-24	Wed	9am-1pm	F2F		Conditional formatting, formulae, Relative/Absolute Cell Reference	Philip Liau
1	23-Oct-24	Wed	2pm-6pm	F2F		Basic functions	Philip Liau
2	28-Oct-24	Mon	9am-1pm	F2F		Excel tables & filters	Philip Liau
2	28-Oct-24	Mon	2pm-6pm	F2F		Excel charts	Philip Liau
2	30-Oct-24	Wed	9am-1pm	F2F		Pivot tables & pivot charts	Philip Liau
2	30-Oct-24	Wed	2pm-6pm	OSL	Online	Mini-Project 1 consultation	Philip Liau
Data Analytics & Reporting Skills							
Week	Date	Day	Time	Mode	Venue	Topic	Trainer
3	4-Nov-24	Mon	8am-12nn	F2F	TBC	Data science versus data analytics Good data visualisation practices	Hui Kah Seng
3	4-Nov-24	Mon	1pm-3pm	F2F		Effective reporting and data communication	Karen Tan
3	8-Nov-24	Fri	8am-12nn	F2F		Statistics – part 1	Hui Kah Seng
4	11-Nov-24	Mon	8am-12nn	F2F		Statistics – part 2	Hui Kah Seng
4	11-Nov-24	Mon	1pm-5pm	F2F		What-If analysis	Philip Liau
4	13-Nov-24	Wed	9am-1pm	F2F		Advanced functions for data analysis	Philip Liau
4	13-Nov-24	Wed	2pm-6pm	F2F		Advanced functions for data analysis	Philip Liau
5	18-Nov-24	Mon	8am-12nn	F2F		Excel data analysis toolpak	Hui Kah Seng
5	18-Nov-24	Mon	1pm-5pm	F2F		Dashboard (with slicers, timelines)	Philip Liau
5	22-Nov-24	Fri	8am-12nn	F2F		Predictive modelling using correlation and regression	Hui Kah Seng
5	22-Nov-24	Fri	1pm-5pm	F2F		Dashboard (with slicers, timelines)	Philip Liau
6	25-Nov-24	Mon	8am-12nn	OSL	Online	Mini-Project 2 consultation	Hui Kah Seng/ Philip Liau

Automated Data Processing							
Week	Date	Day	Time	Mode	Venue	Topic	Trainer
6	27-Nov-24	Mon	9am-1pm	F2F	TBC	Macro recording	Loh Wai Tuck
6	27-Nov-24	Mon	2pm-6pm	F2F		Programming basics	Loh Wai Tuck
7	2-Dec-24	Wed	9am-1pm	F2F		VBA – Control Flow	Loh Wai Tuck
7	2-Dec-24	Wed	2pm-6pm	F2F		VBA – Functions and Debugging	Loh Wai Tuck
7	4-Dec-24	Mon	9am-1pm	F2F		VBA – Write your own functions	Loh Wai Tuck
7	4-Dec-24	Mon	2pm-6pm	F2F		VBA – Working with other applications	Loh Wai Tuck
8	9-Dec-24	Wed	9am-1pm	F2F		VBA – UserForms	Loh Wai Tuck
8	9-Dec-24	Wed	2pm-6pm	F2F		Basic automation with RPA	Pham The Hanh
8	11-Dec-24	Mon	8am-1pm	OSL	Online	Mini-Project 3 consultation Final project brief	Loh Wai Tuck
Capstone Project							
Week	Date	Day	Time	Mode	Venue	Topic	Trainer
9	3-Feb-25	Mon	9am-11am	OSL	Online	Final Project consultation	All
9	7-Feb-25	Fri	9am-11am	OSL	Online	Final Project consultation	All
10	12-Feb-25	Wed	2pm-5pm	F2F	TBC	Final Project presentation	All

Public Holidays:

- 31 Oct 2024 (Thu) – Deepavali
- 25 Dec 2024 (Wed) – Christmas
- 1 Jan 2024 (Wed) – New Year's Day
- 29-30 Jan 2025 (Wed-Thu) – Chinese New Year

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.