

## LEVEL 4

## TITLE:

**Data Analytics with Python** 

**YEAR: 2024** 

#### **NSQ LEVEL 4- Data Analytics with Python**

### **GENERAL INFORMATION**

#### **QUALIFICATION PURPOSE**

This qualification aims to equip learners with appropriate Data Analytical skills, focusing on designing and implementing elementary Data Analytics solutions.

#### **QUALIFICATION OBJECTIVES**

The learner should be able to: -

- i. Understand the fundamentals of data analytics.
- ii. Create data-driven decisions and successful business outcomes.
- iii. Classify key stages in the Data Analysis process.
- iv. Recognize the skills needed by an analyst.
- v. Communicate reports to stakeholders
- vi. Create dashboards
- vii. Make informed data driven decision.

## **Mandatory Units**

Unit	Reference	NOS Title	Credit	Guided	Remark
No	Number		Value	Learning	
				Hours	
001	ICT/GSS/001/L3	Occupational Health and Safety	1	10	Mandatory
002	ICT/GSS/002/L3	Teamwork	1	10	Mandatory
003	ICT/GSS/003/L3	Communication	1	10	Mandatory
004	ICT/DAP/004/L4	Fundamentals of Data Analytics	1	10	Mandatory
005	ICT/DAP/005/L4	Python for Data Science	2	20	Mandatory
006	ICT/DAP/006/L4	Data Analysis with Python	3	30	Mandatory
007	ICT/DAP/007/L4	Creating and Interpreting Visualizations in Data Science	2	20	Mandatory
008	ICT/DAP/008/L4	SQL for Data Analytics	2	20	Mandatory
009	ICT/DAP/009/L4	Data Analysis Using spreadsheets	2	20	Mandatory
010	ICT/DAP/010/L4	Data visualization and reporting using Power BI	4	40	Mandatory
	,		19	190	•

## **NOTE:**

#### **Mandatory Units**

Learners must complete all mandatory units to gain advanced skills in Data Analytics. These units are designed to provide a comprehensive understanding of data analysis principles, techniques, and tools, enabling learners to perform complex data analysis tasks independently. The credit hours for mandatory units are non-negotiable and must be fully completed to obtain the NSQ Level 4 Data Analytics qualification.

Total Credit Hours from Mandatory Units: 190

#### **NSQ LEVEL 3- Data Analytics with Python**

Unit 001: OCUPATIONAL HEALTH AND SAFETY

Unit Reference Number: ICT/GEN/001/L4

NSQ Level: 4

**Credit Value: 1** 

**Guided Learning Hours: 10** 

#### **Unit Purpose:**

To equip learners with the knowledge and skills to implement and maintain safe working practices in the IT environment, ensuring personal and team safety while adhering to industry regulations and standards.

## Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

1. Direct Observation/oral questions (DO)

2. Question and Answer (QA)

3. Witness Testimony (WT)

4. Assignment (ASS), etc.

## **UNIT 001: Occupational Health and Safety**

LEARNING OBJECTIVE		PERFORMANCE CRITERIA		lence				nce
(LO)			Тур	E		No		Page
(LO)		The learner can:				110	<b>'•</b>	
The learner		The learner can.						
will:								
LO 1:	1.1	Explain key OHS legislation and						
Understand		regulations relevant to the IT sector.						
	1.2	Identify the roles and responsibilities of			-	H		
Workplace Health and	1.2	individuals and organizations in						
Safety		maintaining a safe work environment						
•	1.3	Describe the process for reporting			-	H		
Regulations		health and safety risks and incidents.						
LO 2:	2.1	Identify common hazards in IT work		+		$\vdash$		
		environments, including electrical,						
Identify		ergonomic, and data-related risks						
Workplace Hazards and	2.2	Assess the severity and likelihood of			-	$\vdash$		
	2.2	potential hazards in specific IT tasks.						
Implement	2.3	Implement appropriate control			-	Н		
Control	2.5	measures, such as safe cabling						
Measures		practices, ergonomic workstation setup,						
		and electrical safety protocols.						
102.	3.1	Demonstrate the correct procedure for		+++	-	$\vdash$		
LO 3:	5.1	responding to workplace emergencies,						
Apply		such as electrical fires or equipment						
Emergency		malfunctions.						
Procedures and	3.2	Perform basic first aid techniques,				Н		
First Aid in the	3.2	including treating minor injuries and						
Workplace		using first aid equipment						
	3.3	Communicate and coordinate		+++	-	$\vdash$		
	3.3	effectively with emergency services						
		and other relevant personnel during a						
		workplace incident.						
Learner's Signatu	ro	workplace incluent.	Т	Date				
Learner 8 Signatu	16		1	Jaie				
Assessor's Signat	ure		I	Date				
IQA's Signature			I	Date				
EQA's Signature			T	Date				

**Unit 002: Teamwork** 

Unit Reference Number: ICT/GEN/002/L2

NSQ Level: 4

Credit Value: 1

**Guided Learning Hours: 10** 

### **Unit Purpose:**

To develop learners' abilities to work effectively within IT teams, fostering collaboration, problem-solving, and the achievement of shared goals.

## Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 1. Direct Observation/oral questions (DO)
- 2. Question and Answer (QA)
- 3. Witness Testimony (WT)
- 4. Assignment (ASS), etc.

## **UNIT 002: Teamwork**

LEARNING OBJECTIVE		PERFORMANCE CRITERIA	Evidence Type		ence Page
(LO)			Type	No.	rage
		The learner can:			
The learner					
will:					
LO 1:	1.1	Identify the different roles and			
Understand the		functions within an IT team (e.g.,			
Roles and		network engineers, system			
Responsibilities		administrators, software developers).			
within a Team	1.2	Describe the key responsibilities and			
		contributions of each team member.			
	1.3	Recognize the importance of each role			
		in achieving the team's objectives.			
LO 2:	2.1	Demonstrate techniques for effective			
Foster Positive		interpersonal communication and			
Working		conflict resolution in a team			
Relationships		environment.			
within a Team	2.2	Show the ability to provide			
		constructive feedback and actively			
		listen to others' contributions			
	2.3	Promote inclusivity and collaboration			
		among team members to ensure			
		participation and engagement from all.			
LO 3:	3.1	Participate in group discussions to			
Contribute to		identify and analyse IT-related			
Team Problem-		problems.			
Solving and	3.2	Suggest innovative solutions and			
Decision-		support team decision-making			
Making		processes.			
·· •	3.3	Evaluate the effectiveness of team			
		decisions and propose improvements			
		where necessary.			
Learner's Signatu	re	•	Date	1	
Assessor's Signat	ure		Date		
IQA's Signature			Date		
EQA's Signature			Date		
_			2 4.00		

**Unit 003: Communication** 

Unit Reference Number: ICT/GEN/003/L2

NSQ Level: 4

**Credit Value: 1** 

**Guided Learning Hours: 10** 

### **Unit Purpose:**

To enhance learners' communication skills, enabling them to convey technical information effectively and collaborate with both technical and non-technical stakeholders.

## Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 1. Direct Observation/oral questions (DO)
- 2. Question and Answer (QA)
- 3. Witness Testimony (WT)
- 4. Assignment (ASS), etc.

## **UNIT 003: Communication**

LEARNING OBJECTIVE (LO)		PERFORMANCE CRITERIA  The learner can:	vide vpe	nce		]	lenco Pa	
The learner will:								
LO 1:	1.1	Explain IT concepts, procedures, and						
Communicate		solutions in a manner appropriate to						
Technical		the audience, whether technical or non-						
Information	1.2	technical. Use industry-standard terminology			$\dashv$	-		
Clearly and	1.2	correctly when describing technical						
Accurately		processes						
	1.3	Adapt communication methods to suit						
		the context, such as written reports,						
		emails, or verbal presentations.						
LO 2:	2.1	Demonstrate proficiency in using						
<b>Utilize Digital</b>		digital tools for communication, such						
Communication		as email, messaging platforms, and						
Tools		collaboration software (e.g., Slack,						
Effectively	2.2	Teams).			_	_		
	2.2	Adhere to best practices for						
		professional digital communication, including email etiquette and secure						
		file sharing.						
	2.3	Use collaborative tools to share and			-			
		receive feedback on documents, code,						
		or project updates.						
LO 3:	3.1	Demonstrate active listening skills						
Listen and		during team discussions or client						
Respond		meetings.			_			
Appropriately	3.2	Respond to questions, concerns, and						
in a	3.3	feedback clearly and effectively.			_	_		
Professional	3.3	Clarify misunderstandings and summarize discussions to ensure						
Context		mutual understanding.						
Learner's Signatur	re	manar understanding.	D <sub>i</sub>	ate				1
Learner 5 Signatur	. •		יע	aiC				
Assessor's Signatu	ıre		Da	ate				
IQA's Signature			Da	ate				
EQA's Signature			 Da	ate				

Unit 004: Fundamentals of Data Analytics

**Unit Reference Number:** ICT/DAP/001/L2

NSQ Level: 4

**Credit Value: 1** 

**Guided Learning Hours: 10** 

**Unit Purpose:** This unit aims to equip the learner with the knowledge of data analytic and roles of a data analyst by identifying the key data analysis concepts.

#### Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 1. Direct Observation/oral questions (DO)
- 2. Question and Answer (QA)
- 3. Witness Testimony (WT)
- 4. Assignment (ASS), etc.

## **UNIT 004:** FUNDAMENTALS OF DATA ANALYTICS

LEARNING		PERFORMANCE CRITERIA	E	vid	en	ce	E	vid	enc	e
<b>OBJECTIVE</b>			T	ype	9		R	ef.	Pag	ge
(LO)							N	0.		
		The learner can:								
The learner										
will:										
LO. 1	1.1	Describe how data is gathered in								
Know the role		businesses and organizations.								
of a data analyst	1.2	Identify the skills needed by an analyst.								
	1.3	Identify tools used by data analysts								
	1.4	Interact with basic analysis tools								
LO. 2	2.1	Discuss the tasks performed by Data								
Understand		analyst								
Data analysis	2.2	Explain components of Excel, as it is								
process and		used in analysis of data								
stages	2.3	Explain role of Jupyter lab in data								
		analysis								
	2.4	Explain components of Power BI as it								
		is used in the different stages of data								
		analysis								
	2.5	Discuss the stages in a data analysis								
		process								
LO. 3	3.1	Explain how to interpret data								

LEARNING		PERFORMANCE CRITERIA	Evidence				E	vid	enc	e
<b>OBJECTIVE</b>			T	ype	2		R	<b>ef.</b> ]	Pag	ge
(LO)							N	0.		
		The learner can:								
The learner										
will:										
Understand data	3.2	Identify questions that can be answered								
insights in		using insight from data analysis								
reports	2.2									
	3.3	Discuss the concepts of data production							ı	
		in businesses and organizations								
LO. 4	4.1	Identify the stakeholders								
Understand	4.2	Explain the skills required to								
Stakeholders		effectively communicate with							ì	
experience		stakeholders								
	4.3	Demonstrate how to visualize your								1
		communication with stakeholders								
		communication with starcholders								Ī

#### **NSQ LEVEL 4- Data Analytics with Python**

Unit 005: Python for Data Science

Unit Reference Number: ICT/DAP/005/L4

NSQ Level: 4

Credit Value: 2

**Guided Learning Hours: 20** 

**Unit Purpose:** This unit aims to equip the learner with skills required to solve data analytic problems using the Python programming language.

### Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 5. Direct Observation/oral questions (DO)
- 6. Question and Answer (QA)
- 7. Witness Testimony (WT)
- 8. Assignment (ASS), etc.

LEARNING		PERFORMANCE CRITERIA	Ev	ide	nce	)	Ev	ide	nce	
<b>OBJECTIVE</b>			Ty	pe			Re	f.	Pag	zе
(LO)							No	<b>).</b>		
		The learner can:								
The learner										
will:										
LO. 1	1.1	Explain python syntax and comments								
Understand	1.2	Identify python data types, expressions,								
python .		and variables								
programming	1.3	Develop statements using python								
language		Expressions and variables								
	1.4	Develop String operations in python								
	1.5	Explain data structures.								
	1.6	Differentiate between Lists, tuples,								
		Dictionaries and sets								
LO. 2	2.1	Write a program using conditional								
Understand		statements								
sequences and	2.2	Write a program using Loop								
iterations in python program		statements.								
python program	2.3	Write a program using functions								
	2.4	Identify parameters and arguments in								
		functions								
	2.5	Use recursion and nested functions								
LO 3	3.1	Use Pandas for data analysis, data								
		manipulation, and data cleaning.								

LEARNING		PERFORMANCE CRITERIA	E	vide	ence	)	Ev	ride	ence	
OBJECTIVE			T	ype			Re	f.	Pag	e
(LO)							No	<b>).</b>		
		The learner can:								
The learner										
will:										
Understand	3.2	Use Numpy for scientific computation								
Modules,	3.3	Use visualizations tools to visualize								
packages,	3.3	data								
libraries and		uata								
other tools	3.4	Differentiate between series and								
		DataFrames								
	3.5	Discover Tahylar Data and nandas								
	3.3	Discuss Tabular Data and pandas DataFrames								
		DataFrames								
	3.6	Develop DataFrames from lists and								_
		dictionaries								
	3.7	Explain JSON (JavaScript Object								_
	3.7									
		Notation) as a syntax for storing and								
		exchanging data using API, etc in								
		python programming								
LO. 4	4.1	Explain procedural programming and								
Understand		the associated logical concepts								
	4.2	Evaluin alassas and Caractions	_							_
Programming	4.2	Explain classes and functions								
paradigms	4.3	Explain object-oriented programming.								

#### **NSQ LEVEL 4- Data Analytics with Python**

Unit 006: Data Analysis with Python

Unit Reference Number: ICT/DAP/006/L4

NSQ Level: 3

**Credit Value: 3** 

**Guided Learning Hours: 30** 

**Unit Purpose:** This unit aims to equip the learner with necessary skills required to extract data from various data sources, transform, load and analyse the data using libraries.

### Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 9. Direct Observation/oral questions (DO)
- 10. Question and Answer (QA)
- 11. Witness Testimony (WT)
- 12. Assignment (ASS), etc.

LEARNING		PERFORMANCE CRITERIA	Evi	denc	e	Ev	ide	ence	
OBJECTIVE			Тур	e		Re	ef.	Page	<u>.</u>
(LO)						No	).		
		The learner can:							
The learner									
will:									
LO. 1	1.1	Discuss Jupyter notebooks, Google							
Introduction to		Colab or any other Python notebooks							
python	1.2	Set up a non cloud-based python							
notebooks		notebook							
	1.3	Explain code cells							
	1.4	Discuss how to convert text and visuals							_
		in a Python notebook to Markdown							
	1.5	Explain data structures and libraries							
	1.6	Identify various data science projects							_
		and case studies where Python plays a							
		crucial role							
LO 2	2.1	Demonstrate skills used to transform							
Understand the		data into a structured and suitable							
Data wrangling		format for analysis							
Process	2.2	Discuss the techniques for handling							_
Trocess	2.2	missing values							
		-							
	2.3	Identify and deal with outliers							
	2.4	Explain how to Encode categorical							1
		variables							
	2.5	Explain how to Scale and normalize							

LEARNING		PERFORMANCE CRITERIA	Ev	vide	ence	e	Ev	ride	ence	
<b>OBJECTIVE</b>			Ty	ype			Re	ef.	Pag	ge
(LO)							No	).		
		The learner can:								
The learner										
will:										
		numerical features								
	2.6	Explain how to handle textual or								
	2.0	unstructured data								
		unstructured data								
	2.7	Demonstrate techniques in detecting								
		and addressing data inconsistencies so								
		that the data is made suitable for								
		further analysis								
LO. 3	3.1	Discus various statistical concepts.								
LO. 3	3.1	Discus various statistical concepts.								
Understand	3.2	Explain data exploration techniques								
Exploratory	3.3	Discuss Data visualization methods								
Data Analysis	3.3	Discuss Data Visualization inculous								
	3.4	Explain Data visualization techniques								
	3.5	Identify patterns, outliers, and								
		relationships in data								
	3.6	Interpret raw data into meaningful								
		information.								
	3.7	Communicate the findings through data								
		storytelling								
LO. 4	4.1	Explain the relevant variables used in								-
		machine learning								
Understand		-								
Feature	4.2	Demonstrate one-hot encoding,								
Engineering		binning, and polynomial expansion.								
		15		<u> </u>	<u> </u>					

LEARNING		PERFORMANCE CRITERIA	Ev	vide	ence	2	Ev	vide	ence	,
OBJECTIVE			Ту	pe			Re	ef.	Pag	ge
(LO)							No	).		
		The learner can:								
The learner										
will:										
	4.3	Use methods like feature extraction and								
		text vectorization								
	4.4	Demonstrate the concept of feature								
		scaling and normalization								
	4.5	Discuss machine learning pipelines.								
	4.6	Enhance features to optimize								
		performance of machine learning								
		models								
LO. 5	5.1	Analyse a CSV file								
Understand how	5.2	Identify the steps taken in the								
to carry out		assignment above, from the download								
basic excel		to the final analysis								
projects	5.3	Discuss the outcome								

#### **NSQ LEVEL 4- Data Analytics with Python**

Unit 007: Creating and Interpreting Visualizations in Data Science

Unit Reference Number: ICT/DAP/007/L4

NSQ Level: 3

**Credit Value: 2** 

**Guided Learning Hours: 20** 

**Unit Purpose:** This unit aims to equip the learner with skills required to graphically represent information using visual elements like charts, graphs, and maps to identify trends, outliers, and patterns in data.

### Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 13. Direct Observation/oral questions (DO)
- 14. Question and Answer (QA)
- 15. Witness Testimony (WT)
- 16. Assignment (ASS), etc.

## Sample

## Unit 007: Creating and Interpreting Visualizations in Data Science

LEARNING		PERFORMANCE CRITERIA	Ev	vide	nce		Ev	ide	nce	
OBJECTIVE			Ту	pe			Re	f.	Pag	e
(LO)							No	٠.		
		The learner can:								
The learner										
will:										
LO. 1	1.1	Discuss the history of Matplotlib								
Understand data	1.2	Explain the architecture of Matplotlib								
visualization tools	1.3	Generate line plots using Matplotlib.								
	1.4	Develop charts like Bar chart, Line chart, Pie chart, etc								
	1.5	Develop plots like Scatter plots, Area plots, Bubble plots, etc								
	1.6	Develop Heatmaps								
	1.7	Develop word cloud								
LO. 2 Understand	2.1	Explain visualization library in Python like Seaborn, Folium, etc								
visualization	2.2	Describe how to use Plotly graph								
libraries in		objects to create charts								
python	2.3	Develop regression plots using seaborn								
	2.4	Develop maps using Folium								

	PERFORMANCE CRITERIA	Ev	ride	ence	•		Ev	ide	ence	
		Ту	pe				Re	f.	Pag	ge
							No	<b>).</b>		
	The learner can:									
3.1	Explain the benefits of dashboards									
3.2	Identify the different web-based									
	dashboarding tools in Python									
2.2	D 1 : : 1::									
3.3										
	source user interface Python library									
3.4	Discuss the callback function.									
3.5	Determine how to connect core and									
	HTML components using callback									
3.6	·									
	dashboards with a simple project.									
	3.2	The learner can:  3.1 Explain the benefits of dashboards 3.2 Identify the different web-based dashboarding tools in Python  3.3 Develop insight into Dash, an open-source user interface Python library  3.4 Discuss the callback function.  3.5 Determine how to connect core and HTML components using callback  3.6 Demonstrate ability to create charts and	The learner can:  The learner can:  3.1 Explain the benefits of dashboards  3.2 Identify the different web-based dashboarding tools in Python  3.3 Develop insight into Dash, an opensource user interface Python library  3.4 Discuss the callback function.  3.5 Determine how to connect core and HTML components using callback  3.6 Demonstrate ability to create charts and	The learner can:  3.1 Explain the benefits of dashboards 3.2 Identify the different web-based dashboarding tools in Python  3.3 Develop insight into Dash, an open-source user interface Python library  3.4 Discuss the callback function.  3.5 Determine how to connect core and HTML components using callback  3.6 Demonstrate ability to create charts and	The learner can:  3.1 Explain the benefits of dashboards 3.2 Identify the different web-based dashboarding tools in Python 3.3 Develop insight into Dash, an open-source user interface Python library 3.4 Discuss the callback function. 3.5 Determine how to connect core and HTML components using callback 3.6 Demonstrate ability to create charts and	The learner can:  3.1 Explain the benefits of dashboards  3.2 Identify the different web-based dashboarding tools in Python  3.3 Develop insight into Dash, an open-source user interface Python library  3.4 Discuss the callback function.  3.5 Determine how to connect core and HTML components using callback  3.6 Demonstrate ability to create charts and	The learner can:  3.1 Explain the benefits of dashboards  3.2 Identify the different web-based dashboarding tools in Python  3.3 Develop insight into Dash, an open-source user interface Python library  3.4 Discuss the callback function.  3.5 Determine how to connect core and HTML components using callback  3.6 Demonstrate ability to create charts and	The learner can:  3.1 Explain the benefits of dashboards 3.2 Identify the different web-based dashboarding tools in Python 3.3 Develop insight into Dash, an opensource user interface Python library 3.4 Discuss the callback function. 3.5 Determine how to connect core and HTML components using callback 3.6 Demonstrate ability to create charts and	The learner can:  The learner can:  Type  Ref. No.  The learner can:  Ref. No.  The learner can:  Ref. No.  The learner can:  Ref. No.  Ref. No.  Type  Ref. No.  3.1 Explain the benefits of dashboards  dashboards  dashboarding tools in Python  3.2 Identify the different web-based dashboarding tools in Python  3.3 Develop insight into Dash, an opensource user interface Python library  3.4 Discuss the callback function.  3.5 Determine how to connect core and HTML components using callback  3.6 Demonstrate ability to create charts and	The learner can:  The learner can:  Type  Ref. Pag No.  Ref. Pag No.  The learner can:  Type  Ref. Pag No.  Type  Ref. Pag No.  A contact the benefits of dashboards  I dentify the different web-based dashboarding tools in Python  3.3 Develop insight into Dash, an open-source user interface Python library  3.4 Discuss the callback function.  3.5 Determine how to connect core and HTML components using callback  3.6 Demonstrate ability to create charts and

#### **NSQ LEVEL 4- Data Analytics with Python**

Unit 008: Data Analytics using SQL

Unit Reference Number: ICT/DAP/008/L4

NSQ Level: 3

**Credit Value: 2** 

**Guided Learning Hours: 20** 

**Unit Purpose:** This unit aims to equip the learner with the skills required to Query, Filter, Retrieve and Manipulate data from relational databases to extract meaningful insights and generate reports to make data-driven decisions.

#### Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 17. Direct Observation/oral questions (DO)
- 18. Question and Answer (QA)
- 19. Witness Testimony (WT)
- 20. Assignment (ASS), etc.

## UNIT 008: SQL FOR DATA ANALYTICS

LEARNING		PERFORMANCE CRITERIA	Evidence		e	Ev	ide	nce		
<b>OBJECTIVE</b>			T	уре	2		Re	f.	Page	e
(LO)							No	•		
		The learner can:								
The learner										
will:										
LO. 1	1.1	Identify applications of SQL								
Introduction to	1.2	Discuss information and data models								
data analysis	1.3	Explain limitations of spreadsheets								
using Structured		1								
Querry	1.4	Identify different types of databases								
Language										
(SQL)										
LO. 2	2.1	Explain CRUD (Create, read, update,	$\vdash$							_
		delete) operations in SQL								
Understand		delete) operations in SQL								
SQL commands	2.2	Demonstrate Data Definition Language								
		(DDL) like Create table, Alter, Truncate,								
		Rename, Drop statements, etc								
	2.3	Demonstrate Data Manipulation								_
		Language (DML) like Insert, Update,								
		Delete, Merge statements, etc								
LO. 3	3.1	Demonstrate how to retrieve,								_
		manipulate, and aggregate data on a								
Understand		single table								
Data analysis		6								
with SQL on a	3.2	Explain use of keywords such as								
single table		WHERE, LIMIT, AVG, MAX, MIN etc.								
		in manipulating database								

LEARNING		PERFORMANCE CRITERIA	Evidence		e	Evidence		nce		
<b>OBJECTIVE</b>			T	ype	e		Re	f.	Page	<u>,</u>
(LO)							No	٠.		
		The learner can:								
The learner										
will:										
	3.3	Analyse data within a single table using								
		SQL queries								
LO. 4	4.1	Explain advanced functions like String								
Understand		Patterns, Ranges, Sets, etc								
advanced	4.2	Carry out Sort and Group in Result Sets								
functions on										
tables in SQL	4.3	Use date/time functions like DATEADD								
		and DATEDIFF								
	4.4	Define case operators, branching logic,								_
		etc								
LO. 5	5.1	Define SQl Join statement								
Understand how	5.2	Discuss different types of joins, inner								
to Querry and		join, outer join, etc								
access data from										
multiple tables	5.3	Demonstrate ability to use join by								
using Join		extracting data from multiple tables								

#### **NSQ LEVEL 4- Data Analytics with Python**

Unit 009: Data Analysis using spreadsheets

Unit Reference Number: ICT/DAP/009/L4

NSQ Level: 3

Credit Value: 2

**Guided Learning Hours: 20** 

Unit Purpose: This unit equips the learner with the necessary skills required to use the Microsoft Excel spreadsheet to store, organize and manipulate data

### Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 21. Direct Observation/oral questions (DO)
- 22. Question and Answer (QA)
- 23. Witness Testimony (WT)
- 24. Assignment (ASS), etc.

Unit 009: Data Analysis Using spreadsheets

LEARNING		PERFORMANCE CRITERIA	Evidence		Ev	ride	ence		
<b>OBJECTIVE</b>			T	ype		Re	ef.	Pag	ge
(LO)						No	).		
		The learner can:							
The learner									
will:									
LO. 1	1.1	Explain essential Excel elements and							
Understand		techniques							
Excel	1.2	Demonstrate data management							
fundamentals		techniques including entering,							
		formatting, managing and adding data							
		to worksheets.							
	1.3	Explain steps for sorting and filtering							
		data in Excel							
LO. 2	2.1	Explain the concept of a formula							
Understand	2.2	Explain the importance of formulas and							
Formulas and Functions		functions in data analysis.							
	2.3	Describe the syntax for different types							
		of calculations							
	2.4	Recognize the correct syntax for							
		formulas and function calculations							
	2.5	Use formulas and functions in a							
		worksheet							
LO. 3	3.1	Demonstrate text and numeric data							
Prepare data for		preparation for effective analysis.							
analysis using	3.2	Explain the importance of date and							
functions		time functions in Excel							

LEARNING		PERFORMANCE CRITERIA	Ev	vide	ence	9	Ev	ride	ence															
<b>OBJECTIVE</b>			Type		Type		Type		Type		Type		Type		Type		Type		Type		Re	ef.	Pag	ge
(LO)							No	).																
		The learner can:																						
The learner																								
will:																								
	3.3	Discuss the importance of logical																						
		functions like IF and IFS.																						
	2.4																							
	3.4	Use functions to clean or standardize																						
		text, numbers, dates, etc																						

#### **NSQ LEVEL 4- Data Analytics with Python**

Unit 010: Data visualization and reporting using Power BI

Unit Reference Number: ICT/DAP/0010/L4

NSQ Level: 3

Credit Value: 4

**Guided Learning Hours: 40** 

**Unit Purpose:** This unit aims to equip the learner with necessary skills required to use Microsoft Power Business Intelligence (BI) to extract and transform data, prepare and publish reports, and then create dashboards.

#### Unit assessment requirements/ evidence requirements:

Assessment must be carried out in real workplace environment in which learning and human development is carried out.

#### Assessment methods to be used include:

- 25. Direct Observation/oral questions (DO)
- 26. Question and Answer (QA)
- 27. Witness Testimony (WT)
- 28. Assignment (ASS), etc.

UNIT 010: Data visualization and reporting using Power BI

LEARNING		PERFORMANCE CRITERIA	Evidence		9	Ev	ide	nce		
<b>OBJECTIVE</b>			T	ype			Re	f.	Pag	gе
(LO)							No	<b>).</b>		
		The learner can:								
The learner										
will:										
LO. 1	1.1	Identify the capabilities of Microsoft								
Understand		Power BI								
tasks performed	1.2	Explain the limitations of Power BI								
by a Power BI Data Analyst		licence types								
Data Analyst	1.3	Demonstrate how to set up the Power								
		BI environment								
	1.4	Discuss Power BI workspace roles								
	1.5	Discuss Power BI desktop, services,								
		and apps								
LO. 2 Understand	2.1	Identify the different data sources and storage types in Power BI.								
sources of Data in Power BI	2.2	Describe how to set up a data source in Power BI.								
	2.3	Explain the different storage modes in Power BI.								
	2.4	Differentiate between structured and unstructured data.								
	2.5	Explain connectors, triggers and actions.								
LO. 3 Understand data	3.1	Identify the tasks performed by a Power BI Data Analyst								
in business	3.2	Recognize the skills needed by a Power BI analyst.								

LEARNING		PERFORMANCE CRITERIA	Evidence				E	vide	ence			
OBJECTIVE			Ty	pe			R	ef.	Page			
(LO)							N	0.				
		The learner can:										
The learner												
will:												
	3.3	Identify the tools needed by a Power BI analyst.										
	3.4	Identify the key elements of the Power BI user interface										
	3.5	Identify the different stages in the data analysis process										
	3.6	Recognize the components of Power BI										
LO.4 Understand the	4.1	Carry out data cleaning using Power Query.										
process of transforming	4.2	Explain how to simplify and transform data using Power Query.										
data in Power BI	4.3	Describe how to use the Applied Steps list to undo and re-order steps.										
	4.4	Explain how to merge multiple data sources in Power BI.										
LO. 5	5.1	Define the "load" portion of ETL.										
Understand ETL (extract,	5.2	Explain how Power BI is used to load data at a high level.										
transform and load) in data analysis process.	5.3	Identify data anomalies using profiling tools.										
LO. 6	6.1	Identify different data schema types.										
Understand the	6.2	Create relationships in a data model.										
concepts of data modelling in	6.3	Maintain relationships in a data model.										
Power BI	6.4	Develop a model using a Star schema.										

LEARNING		PERFORMANCE CRITERIA	Evidence		Ev	ide	nce
OBJECTIVE			Туре	9	Re	f.	Page
(LO)					No	) <b>.</b>	
		The learner can:					
The learner							
will:							
LO. 7 Understand	7.1	Write calculations in DAX to create elements and perform analysis in Power BI.					
Data Analysis Expression	7.2	Create calculated columns in a model.					
(DAX) in Power Bi	7.3	Create calculated measures in a model.					
	7.4	Perform useful time intelligence calculations in DAX.					
LO. 8 Understand	8.1	Identify the need for performance optimization.					
performance optimization in	8.2	Carry out performance Optimization in a Power BI model.					
Power BI model	8.3	Carry out performance Optimization in DAX queries.					
LO. 9 Understand	9.1	Identify the different types of visualizations in Power BI					
report creation	9.2	Develop visualizations in reports					
in Power BI	9.3	Develop visualizations in dashboards					
LO. 10	10.1	Carry out formatting choices to visuals					
Understand the process of	10.2	Develop useful navigation and filtering techniques to the Power BI report					
navigation and accessibility	10.3	Develop accessible and interactive reports					
	10.4	Develop accessible dashboards					
	10.5	Demonstrate how to share and export report data					
LO. 11	11.1	Use visualizations to perform data analysis					

LEARNING		PERFORMANCE CRITERIA	Evidence		Ev	ride	ence		
<b>OBJECTIVE</b>			T	ype		Re	ef.	Pag	ge
(LO)						No	).		
		The learner can:							
The learner									
will:									
Understand patterns, trends	11.2	Use AI features to perform data analysis							
and visualization	11.3	Describe the importance of security in data visualization							
	11.4	Create a cohesive report design							
	11.5	Identify key information in reports based on target audience							
LO. 12	12.1	Use visual clarity and multi-							
Understand the		dimensional visualizations in reports							
process of Designing	12.2	Demonstrate map visualizations to reports							
reports pages	12.3	Use Python-based visualizations in reports							
LO. 13 Understand	13.1	Identify the differences between report and dashboard design							
Dashboard designing and	13.2	Use advanced dashboard features such as embedding media and QR codes							
storytelling	13.3	Explain the process of data storytelling							
	13.4	Discus the impact of data storytelling							

## CRITIQUE TEAM LIST

S/N	Full Name	Organization	Email and Phone
1.	Dr. Agu Collins Agu	TD4pai Iot Hub, Kuje Fct	linsagu@gmail.com 08072277317
2.	Dr. Roseline Uzoamaka Paul	Nnamdi Azikiwe University Awka Anambra State	ru.paul@unizik.edu.ng 07035406162
3.	Dr. Ezeoha Bright Uzoma	Abia State Polytechnic, Aba	Bright.ezeoha@abiastateo plytechnic.edu.ng 08064334626
4.	Offurum Paschal Iheanyi	Kunoch Education Owerri	p.offurum@gmail.com 08033126347 08030432729
5.	Psalms Kalu	Ashpot Aba	psalmskalu@yahoo.com 08063409307
6.	Abdulmajid Babangida Umar	Yusuf Maitama Sule University Ado Bayero House, Kofar Nassarawa, Kano	abumar@yumsuk.edu.ng 08060405000
7.	Muhammadu Bilyaminu Musa	National Board For Technical Education (NBTE) Kaduna	mahoganybm@gmail.com 09036071291
8.	Muhammad Bello Aliyu	CPN 1321 Adesoji Aderemi Street, Gudu District, Apo Abuja Fct	mbacaspet@gmail.com 08039176984
9.	Benjamin, Prince Chukwudindu	CPN 1321 Adesoji Aderemi Street, Gudu District, Apo Abuja Fct	pco.benjamin@gmail.com 08132850544
10.	Amoo, Taofeek	CPN 1321 Adesoji Aderemi Street, Gudu District, Apo Abuja Fct	taofeekamoo@gmail.com 08053370334

## **VALIDATION TEAM LIST**

SN	NAME	ADDRESS	EMAIL AND PHONE
1	PhD. Muhammad Zubairu	NigComSat Abuja	mdzubairu@gmail.com
			08035749800
2	Haruna Aliyu Sambo	NigComSat, Abuja	samboruna@gmail.com
			08079363900
3	Mustapha Habu	Engausa Global Tech Hub	mustapha@engausa.com
			07038224643
4	Engr. Faisal Lawal	Intelbox Solutions,	
		Mabushi Abuja	0806521477
5	Dr. Musa Hatim Koko	NBTE	hatimlion@gmail.com
			08039606948
6	Muhammad Musa	NBTE	muhammadwaziri@msn.com
			08033671027
7	Damilola Omokanye	CPN	Maccomoke11@gmail.com
			08161503312