



HACKWAGON
• ACADEMY •



DATA SCIENCE 102: ADMIN BRIEF

AGENDA

- Payment policy and instructions
- Attendance Policy
- Make Up Policy
- Grading of Certificate





PAYMENT POLICY

Students will have to payment for the course first, after the course ends, the government will reimburse the subsidy amount back to your bank account. This would take around 4 weeks.

| WEEK | REQUIREMENTS |
|------|--|
| 1 | All students are required to make payments for the remainder of the course fees (\$1900*) by lesson 2 (26th July 2020) of the course |
| 2 | Students who fail to make payments will receive a warning text/call from the Hackwagon administrator |
| 3 | Students who still fail to make payments by lesson 3 of the course, will have their Elearn account frozen |

**If you had applied Skillsfuture and already approved, you only need to pay \$1900 – Claimed Amount*



PAYMENT INSTRUCTIONS AND ADDITIONAL HELP

The following are the steps you need to take to make payments:

| STEPS | SPECIFIC DETAILS |
|-------|--|
| 1 | Please make the bank transfer to: OCBC Business 712-069-69900-1 |
| 2 | <p>Please take a screenshot of payment transaction and submit it to the Manage Registration Portal (MRP) which is located in <u>your email</u> sent prior to class.</p> <p>Open your email → Look for MRP → Click on Manage Registration → Finance → Upload your screenshot</p> <p>You can also access MRP via the following ways, if you are having issue locating the email mentioned above.</p> <ol style="list-style-type: none">1. Open Elearn → Finance Tab → Direct to join.hackwagon.com/manage → Choose your class → Upload your screenshot2. Go to join.hackwagon.com/manage → Choose your Class → Upload your screenshot <p><i>*If you encounter any issue with login, please reset it under https://join.hackwagon.com/forgot_password</i></p> |

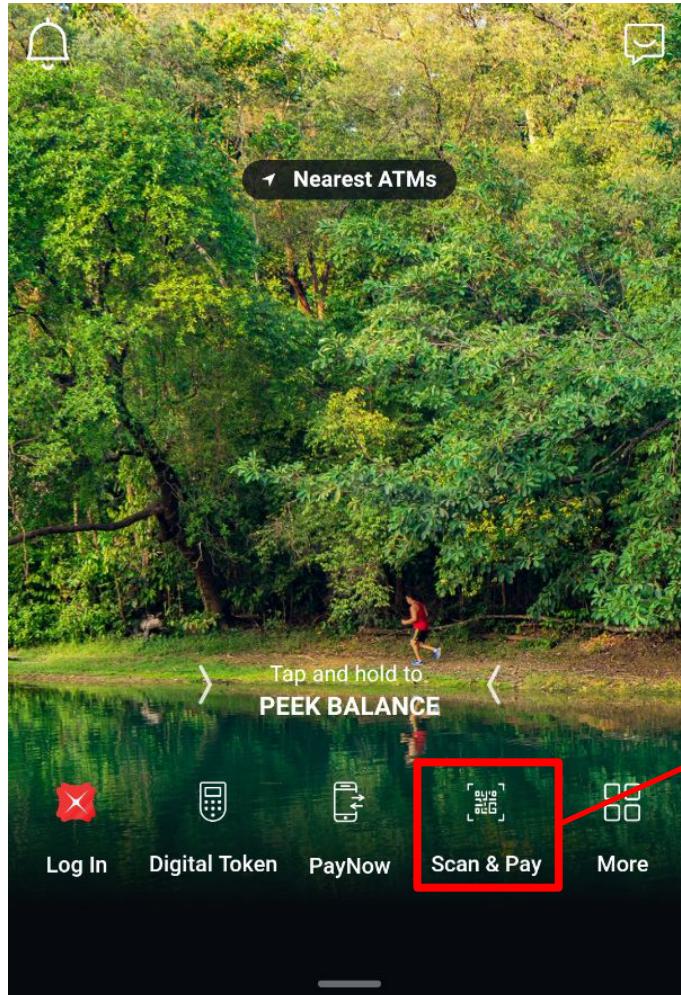
The following are additional resources you might need:

| RESOURCE TYPE | RESOURCE |
|--|---|
| Guide on how the claim will be made after the course | https://www.imda.gov.sg/-/media/imda/files/industry-development/individuals/critical-infocomm-technology-resource-programme-citrep/citrep-guides/icms-claim-application-individual.pdf?la=en |
| Hackwagon Admin Line | <p>Please reach out to the following email if you need any help:</p> <ul style="list-style-type: none">• hello@hackwagon.com |



QR CODE FOR PAYNOW

You can make payment via Paynow App:





QR CODE FOR PAYNOW

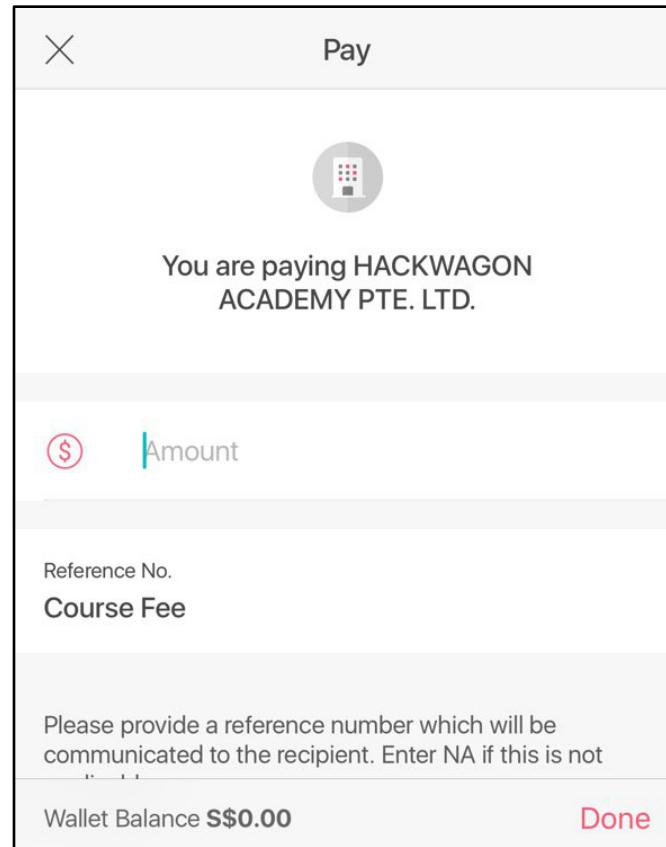
You can make payment by scanning the QR Code below :





QR CODE FOR PAYNOW

Input the course fee amount and you are done!



***Do take a screenshot of the approved transaction as a record**



UPLOADING SCREENSHOT ON MRP

You can upload the screenshot to your manage registration portal (MRP). The link can be found in the email sent to you during your registration process.

The screenshot shows the Hackwagon Manage Registration Portal. At the top, there's a small icon of a person with a speech bubble containing checkmarks, followed by the text "Manage Registration" and the course details "DS101: Every Tuesday, 14th Jul to 25th Aug - 07:00 PM".

A message box on the left says "You have 1 outstanding items." It advises users to submit full payment before the end of the 2nd lesson and provides an email address for assistance: billing@hackwagon.com. A button labeled "Ok, let's get started!" is present.

The main content area is titled "Class Schedule". It lists the following lessons:

- Jul 14** | Python Expressions & Variables | Tuesday, 07:00 PM - 10:00 PM
- Jul 21** | Decision Structure, Boolean Logic & Collections | Tuesday, 07:00 PM - 10:00 PM
- Jul 28** | Iterations Part 1 | Tuesday, 07:00 PM - 10:00 PM
- Aug 04** | Iterations Part 2

An "Add to Calendar" button is located at the top right of the class schedule section.



UPLOADING SCREENSHOT ON MRP

For everyone, you can upload the screenshot to your manage registration portal (MRP) once you reach the below page :

Class Schedule

Personal Details

Subsidy Matters

Course Logistics

Course Billing

Course Billing

After the first lesson briefing, you will be issued with an invoice for the payable amount.

| PAYABLE AMOUNT | PAID AMOUNT |
|----------------|-------------|
| \$1,900 | \$100 |

! **Payment Status**

Please make payment via the instructions below. If you have any queries, please feel free to reach out to us at hello@hackwagon.com. We have also sent a copy of your invoice to your email.

Proof of Payment
Upload a screenshot of your bank transaction once you have made the payment.

Accepted Files: .jpg .jpeg .png .pdf

> **Payment Instructions**

| Description | Amount |
|----------------|-------------------------|
| Course Fees | \$2,000.00 |
| Course Deposit | -\$100.00 |
| | Total \$1,900.00 |



GROUND-RULES FOR CLASS

Always be on time for class!

We will always start our class on time, and so if you are late, you will miss out on critical parts which will make it very difficult for you to catch up in the class (this effect is especially compounded in programming-related classes). Do come in at least 15 minutes earlier to minimize disruption to the class time.

Don't leave class before the stipulated ending time

Don't short change yourself by leaving early. You miss out on important content. Also, at the end of our class we usually have a competition where you can win attractive prizes! If you leave the class for **more than 30 minutes**, you will be marked **absent**.

Submit your homework on time!

You would be penalised for late submission of homework:

- < 1 lesson late, you will receive 50% of your achieved score for that particular homework
- > 1 lesson late, you will get 0 for that particular homework

Always clarify your doubts. Don't be shy!

We at Hackwagon believe that there is no such thing as a 'stupid' question. This is a safe zone for everyone. Raise your hands, and ask questions if in doubt. If you are shy, then approach the TAs and ask for help. We are here to help everyone get to the light at the end of the tunnel.

Code of Academic Integrity

Plagiarism of any form is strictly prohibited. Do not submit an assignment that is not done by you and consult the TAs if you have any doubts. Hackwagon reserves the right to make decision on the final scoring of any assignment suspected of plagiarism.



ATTENDANCE TAKING

Online Attendance Taking

Attendance taking will now be conducted online during the lesson itself. The instructor will be sharing 3 passwords during the lessons, at which you are to record your attendance via the steps provided. The attendance taking system will be disabled within 30 minutes after the end of lesson, so please enter the 3 passwords by then.

To record your attendance:

1. On learn.hackwagon.com portal, choose your course

Hello, Ong Jia Yong
Start learning and take your career to the next level!

All Courses Ongoing Completed

The screenshot shows a course card for "Data Science 101". The card includes a thumbnail icon with "DS", the course name, a brief description ("Build your foundation in python programming concepts."), and the date ("Date 18 Aug - 29 Sep 2020, 7:00 pm"). Below the card is a red rectangular box containing the text "Continue →".

Click here

Continue →



ATTENDANCE TAKING

Online Attendance Taking

Attendance taking will now be conducted online during the lesson itself. The instructor will be sharing 3 passwords during the lessons, at which you are to record your attendance via the steps provided. The attendance taking system will be disabled within 30 minutes after the end of lesson, so please enter the 3 passwords by then.

To record your attendance:

2. Select the lesson you want to record attendance for at the **Left Side bar**

The screenshot shows a dark-themed user interface for a learning platform. On the far left is a vertical sidebar with three icons: a shield logo, a house (Home), and a gear (Settings). The main content area has a header bar with the course name "DS101" and the schedule "14 Jul - 25 Aug, 07:00 pm". Below this is a "LEARNING" section with the following menu items:

- Dashboard
- Lessons
 - Week 1
 - Week 2
- Assignments

A red arrow points from the text "Click here for week 1 lesson" to the "Week 1" item in the "Lessons" menu. The "Week 1" item is highlighted with a red box.

Click here for week 1 lesson



ATTENDANCE TAKING

Online Attendance Taking

Attendance taking will now be conducted online during the lesson itself. The instructor will be sharing 3 passwords during the lessons, at which you are to record your attendance via the steps provided. The attendance taking system will be disabled within 30 minutes after the end of lesson, so please enter the 3 passwords by then.

To record your attendance:

3. You can then key in PIN given by instructor at the right (**Please make sure you key in correctly, typo will be marked as absent**)

The screenshot shows a user interface for a learning management system. On the left, there's a sidebar with navigation links: Week 2, Assignments, CLASS ADMIN, Submissions, Class Actions, and Attendance. The main content area is titled "Python Expressions & Variables" and contains a list of topics: "Declare variables, and manipulate the variables to perform arithmetic operations", "Variable conversion", "String slicing", "Concatenate string & other non-string variables", "Lists", "Primitive and Reference Variables", and "Debugging python programs". Below this, there's an "Attendance" section with three input fields labeled "Pin 1:", "Pin 2:", and "Pin 3:", each with a small trash can icon. A large orange "Submit" button is located to the right of the third input field.



FORMING GROUPS

In the coming lesson, you will be assigned to a designated Teaching Assistant. Please find your designated grouping on learn main dashboard page. The rationale for splitting the class into groups is for the teaching team to give a more dedicated support on your learning journey with Hackwagon.

The screenshot shows the Hackwagon Academy learn main dashboard. On the left, there's a dark sidebar with icons for Learning, Class Admin, and other administrative functions. The main dashboard has sections for 'Dashboard', 'Noticeboard', and 'Attendance'. A specific area is highlighted with a red box and labeled 'Your dedicated TA info'. This box contains information about the Teaching Assistant (Andrew Lai Jian Yu, Telegram: @andrewljjy), consultation hours (Tuesday 8pm - 9pm, Thursday 8pm - 9pm), and an attendance chart showing 83% attended.

Congratulations!
Fantastic, you have completed DS101.
[View Certificate](#)

Noticeboard

Welcome to DS101! This workspace is where you can access your course materials, assignments and other useful links.

Lesson Survey
<https://elearn.hackwagon.com/student/weekly-survey/ck7uk3oi02b7y07455slhwc3e>

TA Consultation registration
<https://bit.ly/hwa-ta-consult>

Telegram Group Chat
<https://t.me/joinchat/Aa-JPhyzlGFgrXsCBnz-vw>

Teaching Assistant

Andrew Lai Jian Yu
Telegram: [@andrewljjy](https://t.me/@andrewljjy)

CONSULTATION HOURS

| Tuesday | 8pm - 9pm |
|----------|-----------|
| Thursday | 8pm - 9pm |

Attendance

83%
Attended (green circle)
Skipped (red circle)

LESSONS

| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
|----|----|----|----|----|----|----|
| ✓ | ✗ | ✓ | ✓ | ✓ | ✓ | ● |

OVERALL SCORE



FORMING GROUPS

In the coming lesson, you will be assigned to a designated Teaching Assistant. Please locate your name to find your designated grouping. The rationale for splitting the class into groups is for the teaching team to give a more dedicated support on your learning journey with Hackwagon.

Team 1

ZENG YU

Tan Jeng Woon

Lim Kok Leong

Daryl Yeong

Ng Jing Xi

Yang Mingzi

Lee Gui Yong

Elangovan Karthikeyan

Jennifer Yao Chenyin

Lim En Lye Perrie

Koh Quan Wei Ivan

Mohamed Ashiq

Lee You Ren

Yap Hui Yi

Telegram Group Link

Dick

<https://t.me/joinchat/DS98fRkp3xlAsYKTarjXgg>



FORMING GROUPS

In the coming lesson, you will be assigned to a designated Teaching Assistant. Please locate your name to find your designated grouping. The rationale for splitting the class into groups is for the teaching team to give a more dedicated support on your learning journey with Hackwagon.

Team 2

Nadhirah Binte Rashid

TEO WEI XUN

Tan Wei Hao Jonathan

Yeo Jun Wei Jerrold

SOH WEE SENG

Ian Koh

Rick Chua Kun Da

Kavya Dhanaraj

Joash Sudarshan Devan...

Teo Yuan Min

LUA KER YAN

Ong Chian Wee

Goh Qian Hui Christel

Ngoh Wei Yue

Telegram Group Link

Tedmund

https://t.me/joinchat/Dgc1IRqmmK4G9S3A_k9lmA



FORMING GROUPS

In the coming lesson, you will be assigned to a designated Teaching Assistant. Please locate your name to find your designated grouping. The rationale for splitting the class into groups is for the teaching team to give a more dedicated support on your learning journey with Hackwagon.

Team 3

Fong Wei De, Elgin

Reuben Tan KunHan

Edwin Soo Hanwei

Soh Kian Hao Justin

Weng Lu Yao

Thanmaya Sivadasan

Lim Hong Jie

Khym Fong

Lim Dao Jun

Ronnette Chan

Veniles Christianne Gam...

Nandika Lodh

Ng Chin Ting Gladys

Tan Yong Da, Dino

Telegram Group Link

Yi Long

<https://t.me/joinchat/A-V8XUYU1qoDpY8AiYG3UA>



FORMING GROUPS

In the coming lesson, you will be assigned to a designated Teaching Assistant. Please locate your name to find your designated grouping. The rationale for splitting the class into groups is for the teaching team to give a more dedicated support on your learning journey with Hackwagon.

Team 4

ZOU MINTAI, PATRICK

Sim Yilin Eileen

Ian Chia Chern Yi

Su Myat Noe Htet

Sherry Du De Xuan

Loh Zhi Yi, Edwin

Chen Jie

Tan Chew Miang Edwin

Nicole Tay Ning Hui

Shi Peng Yi Penny

Joy See Yan Ling

Marcel Lim Xuan

Krithi Pushpanathan

Sim Shao Zhe Edric

Telegram Group Link

Zhi Xin

<https://t.me/joinchat/CEeHARsilaZvBYs9wtndrw>



MAKEUP POLICY

Students are required to attain 75% attendance

The IMDA is strict in their stance that only students who **attain 75% attendance (6/7 lessons attended) and above** will be subsidised for their course fees. Students who are absent without a valid reason will be marked as absent, and only absence with a make up slot registered will be considered as attendance.

There will NO makeup lesson for this run.

In the midst of COVID-19 situation, we will **NOT** be able to support any makeup. If required, feel free to seek out TA for support or help. We will offer alternative solution to students who missed their class due to valid reasons.

NEW COVID-19 MEASURES FOR CLASS



Physical Class are converted to online classes!

As part of social distancing measure, we have put in place 2 options for trainees to take their online class:

1. Online Conference Lesson

Students can tune in to watch the live stream of their designated instructor. During the live stream, you will be able to ask questions online as per normal class. Instructors and TAs will be active to answer any queries.

2. Recorded lessons

At the end of live-streaming, we will release a recorded lesson for trainees. This offers flexibility to watch lessons at your own comfortable time and pace. Students will be able to access the recorded content through our eLearn portal.

Online consultation outside of class timing

Beginning from the 2nd week, we will be holding TA consultations slot during the week. Do discuss the timeslot with your dedicated TA to work out a timing that is suitable to you.



GRADING FOR HACKWAGON CERTIFICATE

We want our students to really acquire real technical skills, and to do that, making a conscious effort to work on the homework is a must. Thus to encourage our students to consciously work on their homework, each homework will be graded, and will ultimately translate to the grade of certificate you graduate with

| GRADE OF CERTIFICATE | REQUIREMENTS |
|------------------------------|---|
| Certificate of Participation | This is the basic grade of certificate that will be awarded to all students |
| Certificate of Merit | This will be awarded to students who managed to score $\geq 60\%$ across all the graded component of the course |
| Certificate of Distinction | This will be awarded to students who managed to score $\geq 70\%$ across all the graded component of the course |

GRADING



Grading components breakdown :

| Component | Weightage |
|---------------|-----------|
| Problem Set 1 | 20% |
| Problem Set 2 | 20% |
| Problem Set 3 | 20% |
| Project | 40% |

FORMING OF PROJECT GROUPS



- Checkout project briefing
- Form your team with anyone from the class
- You will be randomly allocated if you are not registered under any teams
- As this is online lesson, make sure you can find each other via telegram!

Class Materials



To download the materials for each lesson, go to learn portal and choose the lesson you are looking for :

The screenshot shows a learning portal interface. On the left, there is a sidebar with the following navigation options:

- LEARNING**
 - Dashboard
 - Lessons
 - Lesson 1
 - Lesson 2
 - Assignments
 - Groups
- CLASS ADMIN**
 - Submissions
 - Attendance
 - Administrative
 - Student Info
 - Class Actions

The main content area is titled "Lesson 4". It displays a "Virtual class for lesson 4" (Ongoing) with a "Join now" button. Below this, there is a section titled "Iterations II" with a description of hash tables. Under the "Practices" tab, there are three downloadable files:

- Lesson 4A - Nested Loops & Applied Iterations.ipynb
- Lesson 4B - Aggregation with Dictionaries.ipynb
- Guide for Dictionaries in Python

Each file has a "Download" button next to it. At the bottom, there is an "Attendance" section with fields for Pin 1, Pin 2, Pin 3, and a "Save" button.



Problem Set Submission

Course / DS101 / Assignments

Assignments

To Submit

Marked

Submitted

Lab 2: Decision Structure

Due by
1 Sep 2020

Attachment
[ONG_JIA_YONG_DS101_Lab_2.ipynb](#)

Upload

Overdue

Lab 3: Iterations

Due by
8 Sep 2020

Attachment
[-](#)

Upload

To submit

Lab 4: YouTube HBO

* Group submission, only one teammate is required to submit.

Due by
15 Sep 2020

Attachment
[-](#)

Upload

1. Click on Assignment at the Left
2. Please remember to rename the file before submitting (w/ your FULL NAME)
 - <First_Name>_<Last_Name>_DS102_Problem Set_1
e.g. john_doe_DS102_Problem Set_1
3. Select the correct problem set number
4. Upload!
 - You can submit as many times as you like before the deadline, we will only mark the latest submission.

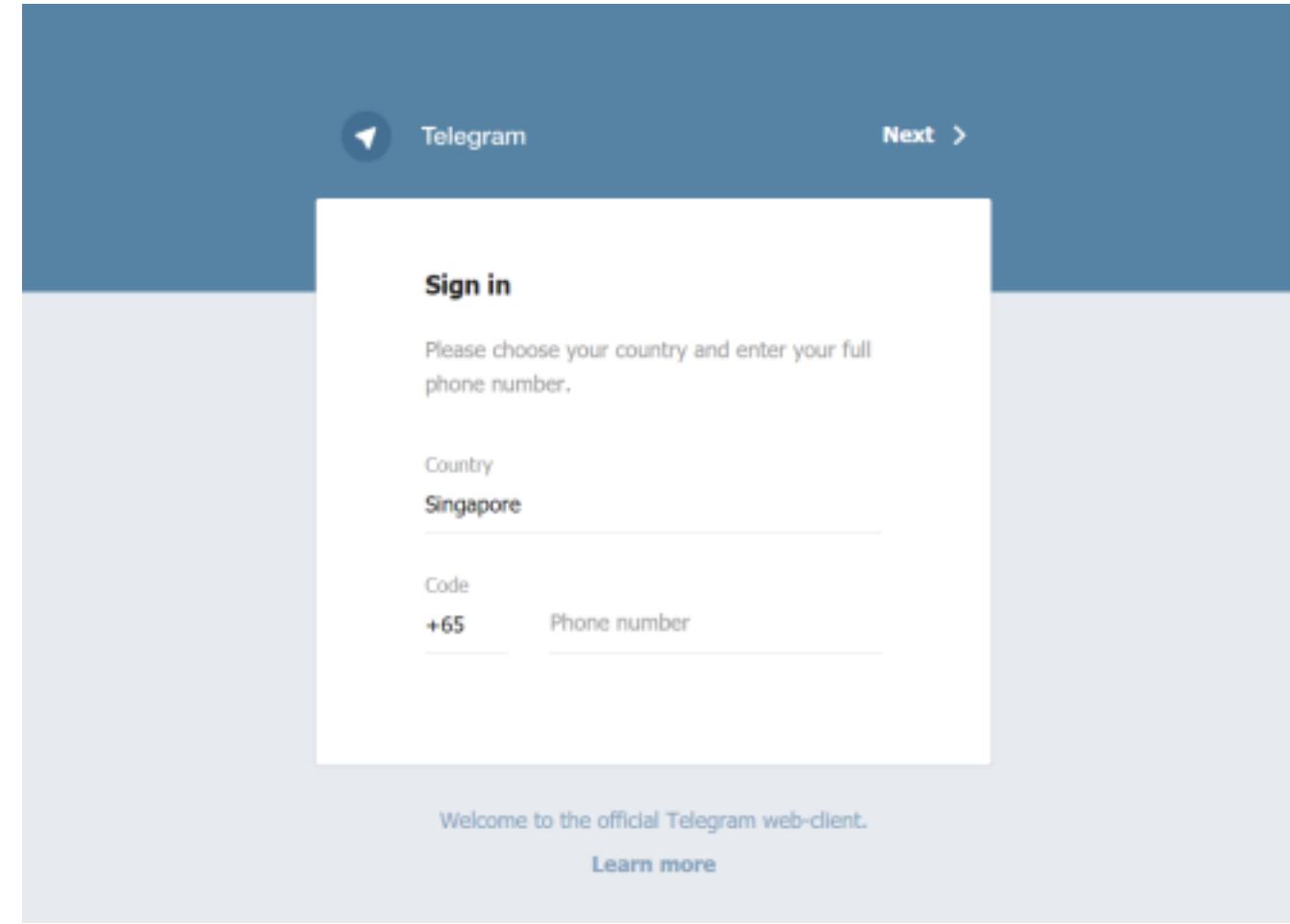


TELEGRAM USERNAME

We will be using telegram as our main tool for communication, this is how you set username for it :

Go to
<https://web.telegram.org/#/login>
Or Telegram App on your laptop

Sign in with your phone number



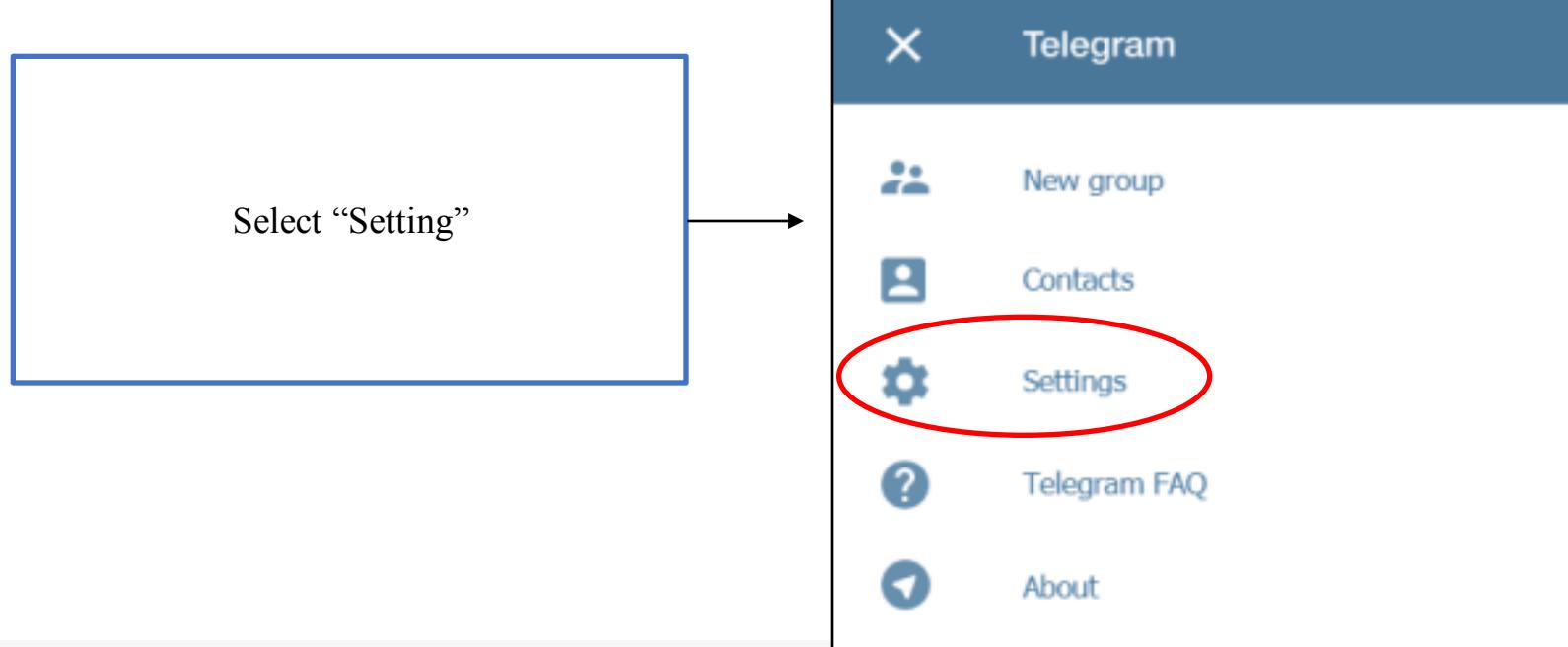


TELEGRAM USERNAME

We will be using telegram as our main tool for communication, this is how you set username for it :



Click on the  ICON

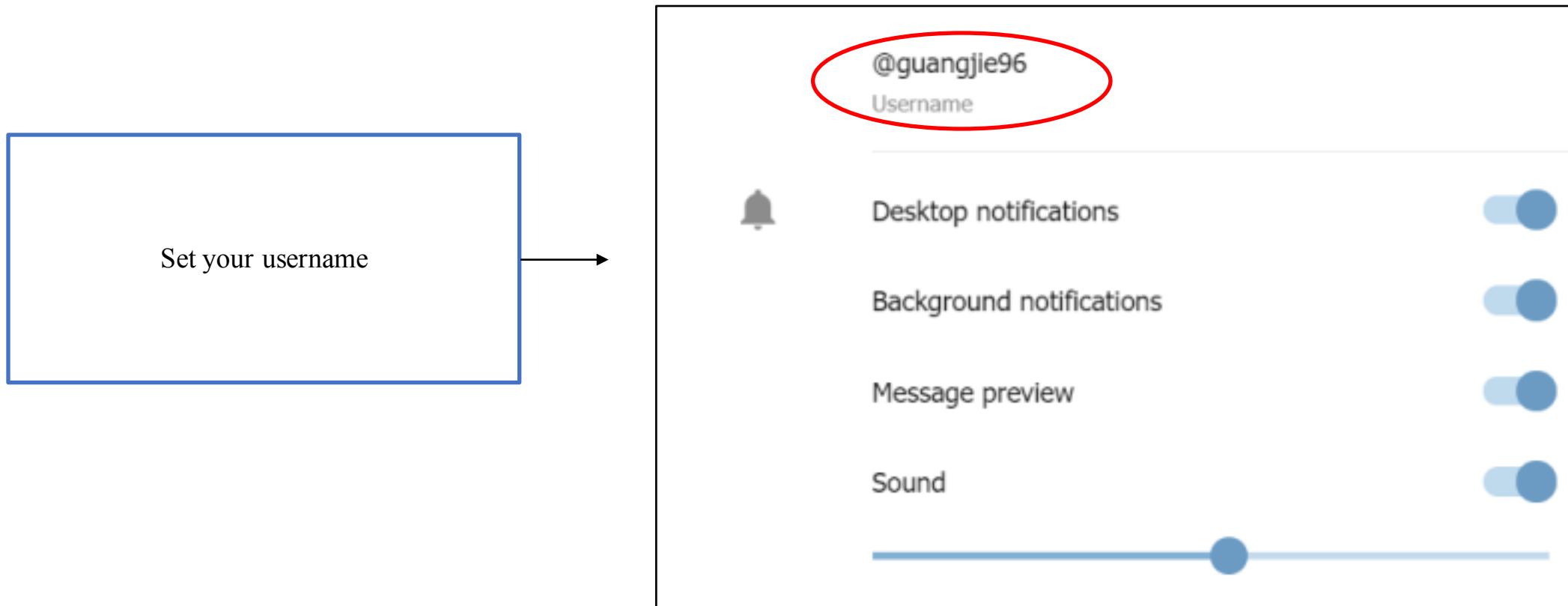


Select “Setting”



TELEGRAM USERNAME

We will be using telegram as our main tool for communication, this is how you set username for it :



Reference Link : <https://www.youtube.com/watch?v=F5UfUPQizwl>