

Essential IT Skills (Certificate Course)

Date: May 27 - Jun 07, 2024

Time: 10:00 am - 4:00 pm

Venue: Moodle Video Lecture

Course Aim	This course is offered to students majoring in Decision Analytics, Risk Management or Statistics, students from BAsC in Applied Artificial Intelligence and students from BSc in Actuarial Science. It aims to enhance students' IT knowledge and skills which are not covered in the current curriculum but are essential for career development of statistical and financial analysts. The course may contain a variety of activities including computer hands-on workshops on VBA programming, MS-office, R and Python, and group projects.
Course Content	Training in MS-Office includes Excel VBA, Access and SQL, and open source languages including R and Python. Training in other related software will be considered subject to the Departmental approval. Participation in group project.
Learning Outcomes	On successful completion of the course, students should be able to: <ul style="list-style-type: none"> - Understand VBA in MS-Excel - Understand financial/business data management by MS-Access and SQL - Understand general data management and analysis using open source languages including R and Python
Assessment	Assessment is 100% coursework on a Pass or Fail basis. To obtain a PASS in the course, students have to: (a) pass the group project; and (b) obtain at least 80% course attendance.

Timetable (subject to change)

Time	Monday, May 27	Tuesday, May 28	Wednesday, May 29	Thursday, May 30	Friday, May 31
10:00 - 16:00	C++ (video lecture)	Excel VBA (video lecture)	Excel VBA (video lecture)	SQL (video lecture)	SQL (video lecture)
Time	Monday, Jun 03	Tuesday, Jun 04	Wednesday, Jun 05	Thursday, Jun 06	Friday, Jun 07
10:00 - 16:00	R (video lecture)	Python (video lecture)	Project preparation	Project preparation	Zoom Project Presentation
			Zoom Forums 14:00-16:00	Zoom Forums 14:00-16:00	

Note: Students must sign in the Zoom by "Sign in with SSO" before joining the Zoom Project Presentation and Zoom Forums

Zoom User Guide: <https://www.its.hku.hk/services/communication/conferencing/zoom>