SRI RAAM
Computer Education
An ISO 9001:2008 Certified Institute

☎ 011-43507604
① 9354132228, 9811631557
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Diploma in MIS and Data Analysis

Duration: 1 Year

1.   Computer Basic

☞ Introduction to Computer

☞ Introduction to Operating System

☞ Notepad

☞ WordPad

☞ MS-Paint

☞ MS-Word

☞ MS-Excel

☞ MS-PowerPoint

☞ Web Browser & Internet

2.   Advanced Excel

☞ Mathematical Functions

SUM | SUMIF | SUMIFS | COUNT | COUNTA | COUNTABLANK | COUNTIF | COUNTIFS | AVERAGE | AVERAGEA | AVERAGEIF | AVERAGEIFS | SUBTOTAL | AGGREGATE | RAND | RANDBETWEEN | ROUNDUP | ROUNDDOWN | ROUND | SUMPRODUCT | MOD | SQRT | POWER | FACT | CONVERT | ROMAN

☞ Text Functions

CHAR | CLEAN | CODE | CONCATENATE | FIND | SEARCH | SUBTITUTE | REPLACE | LEN | RIGHT | LEFT | MID | LOWER | UPPER | PROPER | TEXT | TRIM | VALUE

☞ Date & Time Functions

DATE | DAY | MONTH | YEAR | EDATE | EOMONTH | NETWROKDAYS | WORKDAY | WEEKNUM | WEEKDAY | HOUR | MINUTE | SECOND | NOW | TODAY | TIME

☞ Logical Functions

AND | OR | IF | IFERROR | NOT | NESTED IF

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☞ Lookup & Reference Functions

VLOOKUP | DOUBLE VLOOKUP | HLOOKUP | INDEX | MATCH | OFFSET | INDIRECT | ADDRESS | COLUMN | COLUMNS |ROW | ROWS | CHOOSE | ARRAYS | CONCEPT IN LOOKUP FORMULA'S

☞ Other Functions

PMT | FV |ISNA | ISBLANK | ISERR | ISEVEN | ISODD | ISLOGICAL | ISTEXT | MAX | MIN and Other many functions.

☞ Data Collection Method with Data Quality, Collaboration & Security Like Share Your Workbook on Share Drive with Quality

☞ Single/Multidimensional Analysis, Like Three Dimensional (3D) Tables

☞ Advanced Chat Technique, How to make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, Column Chart, Speedometer Chart, Gantt Chart

☞ Sensitive Analysis Like Data Table, Manual What-If Analysis, Threshold Values, Goal Seek, One-Variable Data Table, Two-Variable Data Table

☞ Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split.

☞ Pivot Table and Charts, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display

☞ Report Development (Live Project)

3.   VBA (Visual Basic for Application)

☞ Introduction to Excel VBA & Excel Macro
☞ Referencing and Properties & Methods
☞ Declaring Variables & Object
☞ Looping & Statements
☞ Find Method, Useful Built in Function & Useful VBA Function
☞ Debugging & Error Handling
☞ Working with Arrays, Files & Folder, Text File and CSV File
☞ Working with Other Application, Events and Function Procedure
☞ Working with Activex Control, User Form and Charts

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4.   MYSQL

- ☞ Introduction to Basic Database Concepts
- ☞ Introduction to SQL Server
- ☞ Introduction to SQL
- ☞ DDL and DML Statements
- ☞ Working with Queries (DQL)
- ☞ Aggregate Functions
- ☞ Joins and Set Operations
- ☞ Working with Constraints
- ☞ Implementing Views
- ☞ Data Control language (DCL)
- ☞ Writing Transact-SQL (T-SQL)
- ☞ Working with Stored Procedures
- ☞ Backup and Restore

5.   Python

- ☞ Python- An Introduction
- ☞ Python Variables & Data Types
- ☞ Operators
- ☞ Python Conditional Statements
- ☞ Python Looping Concept
- ☞ Python Control Statements
- ☞ Python Data Type Casting
- ☞ Python Number 9. Python String
- ☞ Python List
- ☞ Python Tuple
- ☞ Python Dictionary
- ☞ Python Sets
- ☞ Python Data & Time
- ☞ Python Function
- ☞ Module
- ☞ File Handling (Input/Output)

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☞ Exception Handling

☞ OOPs Concepts

☞ Multithreading

☞ Python Mail Sending Program

☞ Regular Expression

☞ Database Connection

☞ Interacting with Networks

☞ GUI (Graphical User Interface)

☞ Python Web Scraping

6. MS Power-BI (Optional)

☞ Learn to use the easiest Business Intelligence tool to create stunning reports and dashboards

☞ Learn how to connect multiple sources of data in Power BI

☞ Learn M-language user in Power BI

☞ Learn how to create advanced DAX measures and calculated columns for complex calculations.

☞ Learn how to use charts using visuals like column, line, pie, combo, Funnel, Gauges and KPIs to name a few.

☞ Learn to create powerful tables and matrix of reporting data.

☞ Learn how you can visualize that data in a meaningful way to revile insights into your business like never before.

☞ Learn how to turn data into insight and data into interactive visualizations to tell a story.

☞ Learn how to collaborate and share contents on Microsoft's Powerful platform.

☞ This hands-on course will prepare you to start your Data Analytics career

7. Tableau (Optional)

☞ Getting started with Tableau

➢ Overview of Tableau

➢ Tableau Architecture

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- ➢ Installation and Configuration of Tableau 10

☞ Connecting to the data
  - ➢ Managing Metadata
  - ➢ Managing Extracts
  - ➢ Data Sources
  - ➢ Cross-Database Joins
  - ➢ Data Aggregation and Data Ports
  - ➢ Tableau Charts
  - ➢ Bar Charts and Stacked Bars Data Blending
  - ➢ Tree Maps and Scatter Plots
  - ➢ Individual Axes, Blended Axes, Dual Axes and Combinational Chart

☞ Visual Analytics
  - ➢ Drill Down and Hierarchies
  - ➢ Sorting, Filtering and Grouping
  - ➢ Parameters and Formatting
  - ➢ Trend and Reference Lines
  - ➢ Forecasting and Clustering
  - ➢ Analysis with Cubes and MDX

☞ Developing first bar chart
  - ➢ Connecting Tableau to Data File
  - ➢ Navigating Tableau
  - ➢ Calculated Fields
  - ➢ Adding Colors, Labels and Formatting

☞ Time Series, Maps and Aggregation
  - ➢ Data Extracts and Time Series
  - ➢ Understanding Granularity, Aggregation and Level of Details
  - ➢ Default Location in Maps
  - ➢ Custom Geo Coding
  - ➢ Symbol Map and Filled Map

☞ First Dashboard
  - ➢ Into Section
  - ➢ Joining Data in Tableau
  - ➢ Working with Maps and Hierarchies

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➢ Scatter Plot and Applying Filters in Different Sheets
➢ Creating First Dashboard

☞ Blending data and dual axis charts
➢ Duplicate Values
➢ Multiple Fields
➢ Data Blending
➢ Dual Axis Chart
➢ Building Calculated Fields

☞ Table calculation and storytelling
➢ Downloading Data set and Connection
➢ Mapping
➢ Building Table Calculation for Gender
➢ Bins and Distributions for Age
➢ Tree Map Chart
➢ Advanced Dashboard
➢ Storyline and Storytelling

☞ Data Preparation
➢ Data Format
➢ Data Interpreter
➢ Multiple Columns and Pivot
➢ Metadata Grid
➢ Advanced Data Preparation

Note: 6th and 7th point are optional you can choose only one.

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