

# Certificate Course in Data Analytics

(Computer Fundamental, Advance Excel, MS Access, SQL, Tableau, Python with Pandas)

## Course Overview

This course is designed to aim at imparting a Basic to Advance Level IT Literacy programme with Computer Fundamentals, Advance Excel, MS Access, SQL & Tableau for the common man. If you are Looking for a job in Advance Excel & Data Analytics? We will suggest a course that makes your career bright in Data Analytics. CCDA is one such course in Advance Things which can help you climb your career ladder at a faster pace.

**Duration:** 6 Months

## Job Prospects

Once you finish a professional course in software like Advance Excel, MS Access, SQL & Tableau your chances of getting hired for the job profile of a Data Analytics by a multinational corporation or a company of your own choice will increase exponentially

## Job Profiles

- Data Analytics
- MIS Executive
- Database Executive

## Course Content

### Computer Fundamentals

- Windows
- MS Word
- MS Excel
- MS PowerPoint
- Internet

### Advance-Excel

- Introduction to Excel
- Spreadsheet Basics
- Working with Calculation
- Modifying worksheets
- Formatting worksheets
- Data Maintaining
- Conditional formatting
- Macros
- Pivot Table & Pivot Charts
- Subtotal
- Sorting Data
- Filtering Data
- Data Validation
- Goal Seek



- Functions & Formulas
- Sum, Sumif, Sumifs,
- Count, Counta, Countblank, Countif, Countifs
- Average, Averageif, Averageifs,
- Date & Time Function
- Text Functions
- Statistical Function
- Logical Function
- Vlookup, Hlookup, Index, Match,
- MIS, Data Analysis & Visualization
- What-if Analysis
- Data Table –One Variable and Two Variables

## MS Access

- Tables
- Query
- Forms
- Reports
- Relationships - DBMS & RDBMSE

## SQL

- Databases and Tables
- SQL Syntax
- Data Definition
- Data Manipulation
- Data Control
- Transactional Control statements
- Creating tables
- Deleting a table
- Inserting rows into a table
- Deleting rows from a table
- Controlling column behaviors with constraints
- Changing a schema with ALTER
- Filtering data with WHERE, LIKE, and IN
- Removing duplicates with SELECT DISTINCT
- Sorting with ORDER BY

## Dashboard with Tableau

- Connecting to 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
- Combinational Chart

- Tableau -Data Visualization/ Visual Analytics
- Drill Down
- Hierarchies
- Sorting
- Filtering
- Grouping
- Trend
- Reference Lines
- Forecasting
- Clustering
- Analysis with Cubes

## Microsoft Power BI

- Modelling in Power BI
- Data Visualization
- Data Exploring & Sharing
- Data Analysis Expression (DAX)

## Python

- Introduction to Python
- Python Language Fundamentals
- Operators
- Conditional Statements
- Looping Statements
- Data Handling
- String Manipulation
- List Manipulation
- Tuples
- Dictionaries
- Python Functions
- File Input/Output

## Python with Pandas

- Introduction to Pandas
- Series data structure
- Data frame data structure
- working with text data
- Multi index /Advance indexing
- Merging data frames
- Working with date and time
- Input/output in pandas
- Visualization