

DIPLOMA IN DATA ANALYSIS WITH MIS

CERTIFICATE COURSE IN IT AND ADVANCED EXCEL WITH DBMS (SEMESTER - I)

OFFICE AUTOMATION

- Fundamentals of computer systems, hardware, software, and input/output devices.
- Basic file and folder management, including creating, organizing, deleting, and restoring files.
- Internet and email operations, such as downloading images, creating Gmail accounts, and managing emails with attachments.
- Screenshot Capture and File Conversions
- Document creation and formatting using Microsoft Word, including tables, pictures, mail merge, and printing.
- Presentation development using Microsoft PowerPoint with text, images, designs, transitions, animations, and slide shows.
- Protecting Documents Using Password
- Practical computer skills for day-to-day office and performing personal productivity tasks.

ADVANCE EXCEL WITH VBA

- Data Entry and Worksheet Management
- Formatting Document and Text Formatting
- Basic Formulas, Chart Creation, and Workbook Protection
- Sorting, Filtering, Conditional Formatting, and Data Validation
- IF, Nested IF, AND, OR Functions and Text & Date Functions
- SUMIFS, COUNTIFS, AVERAGEIFS, MAXIFS, MINIFS
- VLOOKUP, XLOOKUP, INDEX & MATCH, and Database Functions
- Financial Functions, Concatenate, Substitute, DATEDIF, and more
- Pivot Tables, Pivot Charts, Advanced Charts, and Dashboards
- What-If Analysis, Goal Seek, Forecasting, and Trend Analysis
- Data Import, Transformation, Cleaning, and Query Merging
- VBA Editor, Programming Basics, Variables, Data Types, Loops, and Macros
- Working with Worksheets and Ranges
- Creating User Forms and Form Controls with Validation

DBMS

- Database Creation, Table Design, Queries, Forms, Reports, Relationships & Database Management Using Access

CERTIFICATE COURSE IN BUSINESS INTELLIGENCE (SEMESTER - II)

POWER BI FOR DATA ANALYSIS

- Introduction to Power BI Desktop • Power BI Desktop Installation • Connecting Data Sources (Excel, CSV, Web, SQL) • Data Transformation Basics • Power Query Editor • Filtering • Sorting • Removing Duplicates • Merging Queries • Appending Queries • Column Splitting • Data Formatting • Creating Custom Columns • Relationships Between Tables • Primary Keys • Foreign Keys • Star Schema • Snowflake Schema • Creating Data Models • Calculated Columns • Measures • Introduction to DAX • DAX Functions • Time Intelligence Functions • Building Dashboards • Charts • Maps • Tables • Slicers • Conditional Formatting • Filters • Drill throughs • Custom Visuals from Marketplace • Sales Data Analysis • Financial KPIs • HR & Employee Data Insights • HR Analytics Dashboard • Sales Dashboard Creation

DATABASE MANAGEMENT USING MY SQL

- Introduction to Database • MS Access • MySQL • Data Types • Constraints • Primary Key • Foreign Key • Creating Tables • Changing Tables • Updating Tables • Inserting Data into Tables • Updating Records • Deleting Records • Selecting Records Using WHERE Clause • Comparison & Logical Operators • Wildcard Searching Using LIKE Operator • Aggregate Functions (SUM, AVG, MIN, MAX, COUNT) • GROUP BY Clause • HAVING Clause • Subqueries • Table Joins • INNER JOIN • OUTER JOIN • LEFT JOIN • RIGHT JOIN • UNION • String Functions • SUBSTR • LEN • UPPER • LOWER • CONCAT

BUSINESS CONCEPTS

- Report Making and understanding MIS fundamentals • MIS –Manage and Analyze Business Data