

ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA)



DURATION: 12 MONTHS

IT Tools & Network Basics

- Introduction to computers
- Introduction to Operating System
- Word Processing using Ms-Word
- Spreadsheet Using Ms-Excel
- Presentations Using Ms-PowerPoint
- Introduction to Internet, WWW and Web
- Email, Social Networking and e-Governance Services
- Digital Financial Tools and Applications
- Overview on Futuristic IT Technology and Cyber Security

Advance Excel

- Intro & Basic Brush Up
- MS Excel Customize Ribbon
- MS Excel Access Toolbar
- Use of Operators
- Data and Data Formats
- Linking Data with multiples sheets
- Password Protection Worksheet
- Conditional Formatting with Charts
- Dashboard
- Control multiples switches and board
- Creation, Management Pivot Tables
- Creation, Management Pivot Charts
- VBA Macros & WhatIf Analysis
- MIS Reporting
- Data Analysis
- Arrays Functions
- V-Look Up & H-Look Up
- Nested If Formulas
- Date & Time Function
- Test & Combine Function Formulas
- Printer Properties & Page Setup

Power Bi

INTRODUCTION TO POWER BI

- Introduction to Business Intelligence (BI)
- Various BI tools Introduction to Power BI
- Why Power BI Power BI Components
- Introduction of Power BI Desktop
- Installation of Power BI Desktop

DATA VISUALIZATION

- Understanding Power View and Power Map
- Data visualization techniques
- Page layout & Formatting
- Power BI Desktop visualization
- Formatting and customizing visuals
- Column chart, Pie chart, Donut chart
- Scatter chart, Funnel chart
- Include & exclude
- Geographical data visualization using Maps
- Drill down
- Drill through
- Page navigations
- Bookmarks
- Selection pane to show/hide visuals
- Comparing volume and value-based analytics
- Combinations charts (dual axis charts)
- Filter pane
- Slicers
- Use of Hierarchies in drill down analysis
- Sync slicers
- Tooltips & custom tooltips
- Tables & matrix
- Conditional formatting on visuals

POWER BI SERVICE, PUBLISHING & SHARING

- Introduction to Power BI Service
- Introduction of workspaces
- Dashboard
- Creating & Configuring Dashboards
- Dashboard theme
- Reports vs Dashboards
- Sharing reports & dashboards

DATA TRANSFORMATION – SHAPING & COMBINING DATA

- **Shaping data using Power Query Editor**
- **Formatting data**
- **Transformation of data**
- **Understanding of Data types**
- **Naming conventions & best practices to consider**
- **Working with Parameters**
- **Merge Query**
- **Append Query**
- **Group by of data (aggregation of data)**
- **Duplicate & Reference tables**
- **Fill**
- **Pivot & Un-pivot of data**
- **Custom columns**
- **Conditional columns**
- **Replace data from the tables**
- **Split columns values**
- **Move columns & sorting of data**
- **Detect data type, count rows & reverse rows**
- **Promote rows as column headers**
- **Hierarchies in Power BI**

DATA MODELING & DAX

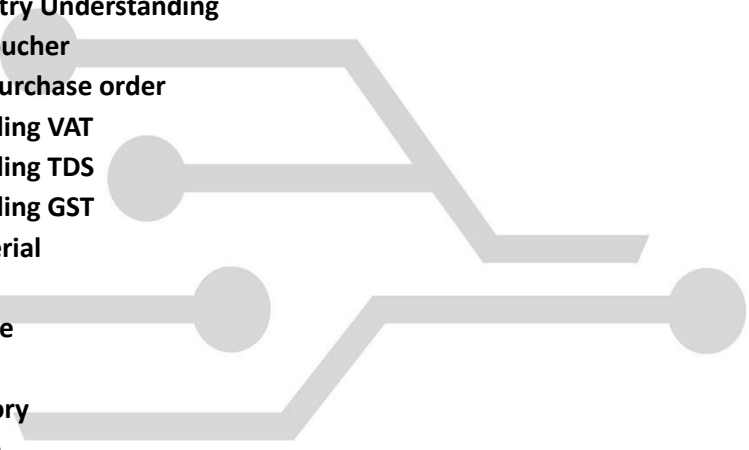
- **Introduction of relationships**
- **Creating relationships**
- **Cardinality**
- **Cross filter direction**
- **Use of inactive relationships**
- **Introduction of DAX**
- **Why DAX is used**
- **DAX syntax**
- **DAX functions**
- **Context in DAX**
- **Calculated columns using DAX**
- **Measures using DAX**
- **Calculated tables using DAX**
- **Learning about table, information, logical, text, iterator,**
- **Time intelligence functions (YTD, QTD, MTD)**
- **Cumulative values, calculated tables, and ranking and rank over groups**
- **Date and time functions**

VBA (VISUAL BASICS APPLICATION) & MACROS

- **Create a Macro**
- **MsgBox**
- **Workbook and Worksheet Object**

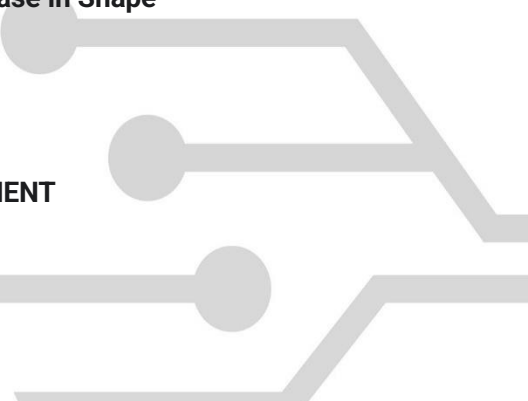
- Range Object
- Variables
- It Then Statement
- Loop
- Macro Errors
- Strings Manipulation
- Date and Time
- Events
- Array
- Function and Sub
- Application Object
- ActiveX Controls
- Use Forms

Tally ERP 9

- Create Company
 - Create Ledger
 - Voucher Entry Understanding
 - Types of Voucher
 - Sales and Purchase order
 - Understanding VAT
 - Understanding TDS
 - Understanding GST
 - Bill of Material
 - Service Tax
 - Point of Sale
 - Budget
 - Cost Category
 - Cost Centre
 - Payroll
 - Reverse Charge Mechanism
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My SQL

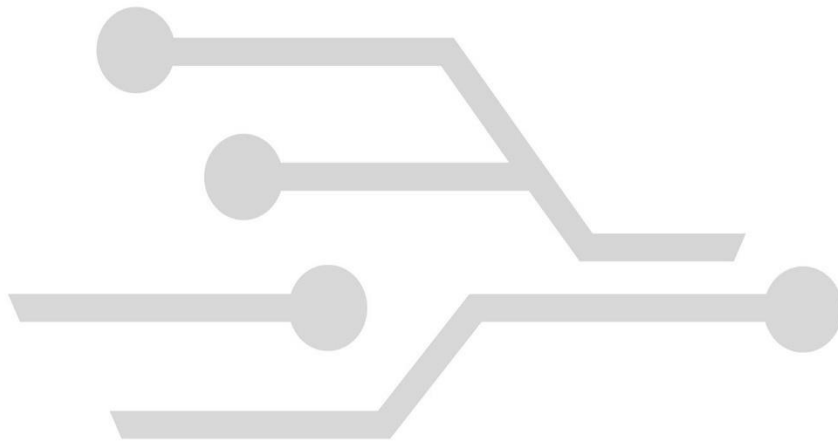
- Introduction to My SQL
- Installation of My SQL Database Server in Windows
- Installation of My SQL Database Server in Ubuntu
- Installation of My SQL Database Server in Mac OSX
- Introduction to MySQL Console in Windows
- Introduction to MySQL Console in Ubuntu [Linux]
- Introduction to MySQL Console in MAC OSX
- Creating a Database - CREATE DATABASE
- Creating a Table - CREATE TABLE
- Inserting Values into Table - INSERT INTO
- Retrieving Values from Table – SELECT
- Selecting Distinct Values from Column – DISTINCT
- Selecting a Specific Data using WHERE Clause

- **Selecting with Multiple Identifiers Using AND**
 - **Selecting with One of Many Identifiers Using OR**
 - **Sorting the Data Using ORDER BY**
 - **Limiting the Data Retrieved Using LIMIT**
 - **Updating or Modifying Data in a Table Using UPDATE**
 - **Deleting a Data from a Table Using DELETE**
 - **Deleting a Table - DROP TABLE**
 - **Deleting all values in Table - TRUNCATE TABLE**
 - **DESCRIBE TABLE**
 - **Altering Table Structure - ALTER TABLE**
 - **Selecting Data with a Range - BETWEEN**
 - **Creating Alias Name for a Column – AS**
 - **Selecting Data which has one of Multiple Values – IN**
 - **Using LIKE and WILDCARDS**
 - **Copy Table with INSERT INTO SELECT**
 - **Copy a Table Structure - CREATE TABLE LIKE**
 - **Copy Table with Certain Columns - INSERT INTO SELECT**
 - **Combine the Tables – UNION**
 - **Keeping Database in Shape**
 - **PRIMARY KEY**
 - **UNIQUE KEY**
 - **FOREIGN KEY**
 - **NOT NULL**
 - **AUTO_INCREMENT**
 - **DEFAULT**
 - **INNER JOIN**
 - **LEFT JOIN**
 - **RIGHT JOIN**
 - **FULL JOIN**
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Python

- **Introduction To Python**
- **Writing and Executing First Python Program**
- **Python Language Fundamentals**
- **Python Conditional Statements**
- **Looping Statements**
- **Standard Data Types**
- **String Handling**
- **Python List**
- **Python Tuple**
- **Python Set**
- **Python Dictionary**
- **Python Functions**
- **Modules & Packages**
- **File I/O**

- **Regular Expressions (Regex)**
- **Object Oriented Programming**
- **Exception Handling**
- **GUI Programming**
- **Multi-Threading Programming**



Partners :



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