SYLLABI

For

Value Added Course

Certificate Course in Introduction to Tableau

(w.e.f. 10/04/2023)

Offered by

Department of Information Communication and Technology

TECNIA INSTITUTE OF ADVANCED STUDIES
GRADE 'A' INSTITUTE
3 PSP, Institutional Area, Sector – 14, Rohini, Delhi - 110085

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Syllabus

For

Value Added Course

Course Code: BCA - 184

Course Name: Certificate Course in Introduction to Tableau

LEARNING OBJECTIVES:

This course will provide the learners the following: -

- To enable students, develop IT skills that are a pre-requisite in today's work environment.
- To equip them with basic computing skills that will enhance their employability in general.
- To enable the student to analyze and present information in a meaningful manner.

PRE-REQUISITES: None

COURSE OUTCOMES:

After completion of this course, the learners will be able to:-

- Programming & working with data.
- Conduct a wide range of statistical test.
- Understand machine learning algorithm.

Unit 1   No. of Hours: 7

Introduction to Tableau , Overview of Tableau and its uses , Installation and setup , Understanding the Tableau interface , Overview of Tableau concepts , Tableau Products , Connecting to Data : Connecting to different data sources (Excel, CSV, databases, etc.) , Data preparation and cleaning in Tableau , data visualizations using Tableau

Unit 2   No. of Hours: 7

Tableau Basic Reports , Basic Visualizations , Creating bar charts, line graphs, and pie charts ,

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Customizing visualizations with colors, labels, and formatting options , Intermediate Visualizations , Creating maps and geographic visualizations , Using filters and parameters to enhance interactivity.

Unit 3   No. Of Hours: 8

Advanced Visualizations , Introduction to calculated fields and functions , Creating calculated fields for advanced analysis , Dashboard Design , Design principles for effective dashboards , Creating interactive dashboards in Tableau , Formatting Visualizations , design user-friendly interfaces.

Unit 4   No. Of Hours: 8

Calculations & Filters , Publishing Tableau workbooks to Tableau Public or Tableau Server , Sharing visualizations with stakeholders , Collaborating with others in Tableau , Tableau data server , Tableau Server , data analysis concepts

TEXT BOOKS:

1. Practical Tableau: 100 Tips, Tutorials, and Strategies from a Tableau Zen Master ... Learning Tableau 2022 - Fifth Edition.
2. "Visual Analytics with Tableau". Alexander Loth wrote this book. Alexander is a digital strategist and had been with tableau since 2015.

REFERENCE BOOKS:

1. Tableau Your Data: Fast and Easy Visual Analysis with Tableau Software by Daniel G. Murray. Communicating Data with Tableau by Ben Jones. 2013.
2. Learning Tableau: Leverage the Power of Tableau 9. 0 to Design Rich Data Visualizations. 2015

Evaluation Pattern: On the basis of practical exam followed by viva.

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