## Institute for MIS and Data Analytics Email- misanalytics1@gmail.com Phone- +91 8510040507 **ADVANCE YOUR** CAREER Industry - Leading Analytics Training Programs Statistics & Data Science Advanced Excel Machine Learning Excel Analytics with Excel Al Techniques Python with Data Science SAS with Data Science Tableau Access SOL VBA / Macro Power Bl Power Point 100 % PLACEMENTS ONLINE/OFFLINE ASSISTANCE CLASSES More Information: +91 8510040507 | 201 Westend Mall, Janakpuri Nawada Branch - Opposite Pillar no.-713, Second Floor, on main Najafgarh Road

# **MIS and Analytics Programme**

# **Giving Your Dreams The Wings to Fly**

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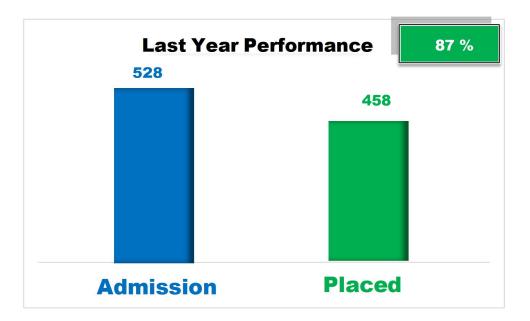
## **About MIS and Analytics**

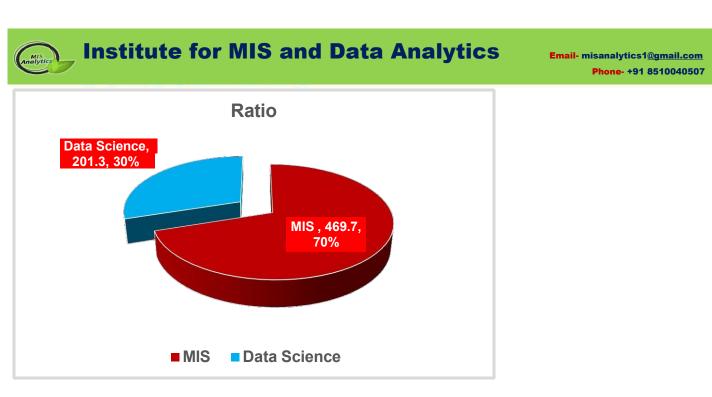
## **Consultants**

MIS and Analytics is a global offline and online professional training Provider company. We are offering some of the most updated, industrydesigned certification training program in the education of MIS, Adv Excel, VBA/ Macro, SQL, Access, Power Point and Data Analytics – R, Python, SAS, Power BI, Tableau etc.

We help professionals make the right career decisions, choose the trainers with over a decade of industry experience, provide extensive hands-on projects, rigorously evaluate learner progress and offer industry-based live data's. We also assist in the Job Placement.

Our all the faculties have industry based working experience henceforth our placements and training qualities are high.







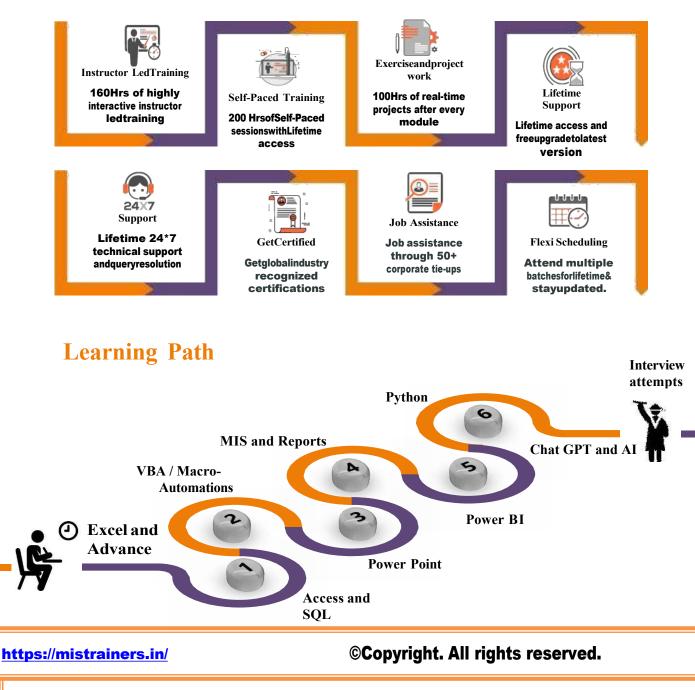
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## **About The Course**

Our MIS and analytics course lets you gain proficiency in MIS. You will work on real world projects in Management Information System with *Excel, Adv Excel, VBA/ Macro, SQL, Access, Power Point and Data Analytics*. In thisprogram you will cover 8 courses and 50 industry-based **projects with 15 Capstone Project.** 



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## Why take this Course?

This training program has been created keeping in mind then need soft the industry when it comes to the domain of MIS and Reporting needs Today's MIS need to have a diverse set of skills which include working with huge volumes of data ,Reporting. Parsing that data, converting it into a format that is easily understandable and using which business insights can be derived. This training program lets you play multiple roles in the MIS, Reporting, Data Analyst, Business Analyst domains and get hired for top-notch salaries.

## Index

(Basic) MIS and Analytics (Rs. 10,000)Duration (3-4 Months)Excel and Adv. ExcelPower PointAccessSQLVBA / Macro

(Advance) MIS and Analytics (Rs. 20,000) Duration (4-6 Months)

Excel and Adv. Excel Access SQL VBA / Macro Power Point Analytics with Excel Python Power Bl

## (Professional) MIS and Analytics + Job Placement (Rs. 30,000) Duration (6-8 Months)

Excel and Adv. Excel Access SQL VBA / Macro Power Point Analytics with Excel Python Power BI Chat GPT+ AI Interview Preparations Resume Building

## **MIS and Analytics**

## **Learning Objective**

This will help you be master in Data Manipulation / Reporting / Data management / Automation of tasks with VBA, Data Extracting with the help of SQL. Works on large data, Presentation of Data. You will work on real life projects and assignments to master data.

## **Topics – Excel and Advance Excel**

With the help of this programmed you would be able to manage data in your respective company. Shortcuts and tips will able to help you in your day to day routine work. What will it cover?

With this Programme you will able to learn various important aspects of Excel like Conditional Formatting, Validation, Pivot Table, Chart, Advance Filtering, Smart Art, Themes, Formula Auditing, Extraction data from Different Sources, Web Queries, Goal Seek, Solver, Table, Connections, Protection on different level and lots more...

Detailed Contents: Excel Shortcuts with Games

**Conditional Formatting: Beyond Simple Conditional Formats** 

Data Validation: Extended Uses of Data Validation • working with Validation Formulae • Lists and Lists That Depend on Other List Selections • Other Methods of Tracking down Invalid Entries

WHAT IF? :Using Excel to help you make decisions • Use Goal Seek to find where you need to start to get where you need to go • Use an Excel Data Table to calculate dozens of possible outcomes • Create and manage alternative scenarios • Make more profit or incur less expense by using Excel Solver to identify the best solution

**Spark-line:** In-cell charts – showing 12 times as much information in the same amount of space • Careful with

that Axis • The different types of Spark-line: lines, columns and win loss • Spark-line



#### based on a dynamic data range

Working with External Data: Getting at your data using the Get External Data tools • Understand relational database• Excel 2013 Data Model create relationships within Excel

Advanced Uses of Pivot tables :Use advanced pivot table techniques to do more with your data • Calculated Fields and Calculated items • Using pivot tables as the calculation engine behind management Excel 2010 and 2013 Slicers and Timelines make your pivot tables more interactive • Working with Pivot Charts • Building and interactive dashboard using pivot tables and Slicers

Power pivot: The Excel 2010 and 2013 Power Pivot add-in •Power Pivot data tools

**Reporting with Power pivot: Creating powerful reports with Power Pivot • Hierarchies, Perspectives** 

and Sets.

- Backstage information regarding to files
- Sparkline
- Slicers on filter and on Pivot table
- Timeline
- PowerPivot
- Power View
- DAX
- Flash Fill
- Quick analysis
- Recommended Chart
- Recommended Pivot Table
- Apps of Office
- Power Mapping
- Connection between Tables (ReferentialIntegrity)
- Web Queries
- Conditional formatting using formulas and cell values
- Highlighting duplicates in various ways
- Highlighting top records, bottom records
- Highlight above average, max, min, errors etc.
- Highlight single colour with multiple conditions
- Calculation based conditional formatting
- Restriction using Data Validation
- Different Data Validation in Excel
- Complex calculation based Data Validation

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- **Using Dynamic list in Data Validation**
- **Prevent wrong Decisions using Excel Tables**
- Introduction to Excel Tables
- **Power of Excel Tables**
- **Time saving features of Excel tables**
- **Calculation logic of excel tables**
- **Charts in Excel**
- **Elements of Charts**
- Major charts used in Industry
- **The Power of Pivot Tables**
- **Pivot Table creating methods** •
- **Rearranging a PivotTable**
- **Filtering Pivot Table Data**
- **Performing Custom calculation**
- **Creating dynamic Dashboards using Slicer**
- Consolidating multiple sheets in less than a minute
- Creating multiple sheets in a single click using Pivot
- **Data Filtering Techniques**
- Introduction to Auto Filter
- **Challenges in AutoFilter**
- **Power of Advance Filter**
- **Complex calculations based filter**
- **Filter using Wild Cards**
- Analyzing data with What-If Analysis
- Introduction to What-If Analysis
- Determine unknown with Goal-Seek ٠
- Analyze Data with Data Table
- **Enable Decision making using Solver** •
- **View results with Scenario Manager** •
- Summarizing Data using Subtotal
- Introduction to Subtotal
- Logic behind subtotal
- **Calculations in Subtotal**
- **Sparkline for Data Trends**
- **Introduction to Spark-line**
- Types of Spark-line in Excel

**Excel Function** 

#### **Scope of Function - Formula**

This programme is the most important aspect of analytics. Through this you would be able to

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analyze your data; you would understand how to extract meaningful information from dump data. Formulas make Excel smart. Without them, Excel is just a data keeping tool. But by using formulas, you can crunch data, analyze it and get answers to most complex questions.

#### What will it cover?

- Lookup :- (choose, hlookup, indirect, match, transpose, vlookup, lookup, lookup(vector)
- Logical :- (and, if, not, or)
- Date function :- (date, datedif, datevalue, day, edate, minute, month, days360, eomonth, hour, timevalue, networkdays, now, second, time, today, weekday, workday, yearetc..)
- Database function :- (Daverage, Dcount, Dcounta, Dmax, Dmin, Dsum)
- Engineering :- (Bin2dec, Convert, Dec2bin, Dec2hex, Delta, Hex2decetc...)
- Financial function:-(Dbetc.)
- Information:-(Cell, Countblank, Info, Isblank, Iserr, Iserror, Iseven, Islogical, Isna, Isnumber, Isodd, Isref, Istext, N, Naetc...)
- Mathematical:- (Abs, Combin, Countif, Even, Fact, Gcd, Int, Lcm, Mod, Odd, Pi, Power, Product,

Quotient, Rand, Randbetween, Roman, Round, Roundup, Sign, Sum, Sumif, Sumproduct, Rounddown, Sum (Running Total), Sumifs, Countifs,

 Statistical:- (Average, Correl, Count, Counta, Large, Max, Min, Mode, Rank, Small, Frequency,

Median, Split Forename And Surname, T Etc...)

- Text :- (Char, Clean, Code, Concatenate, Dollar, Exact, Find, Fixed, Left, Len, Value, Lower, Mid, Proper, Replace, Rept, Right, Substitute, Text, Trim, UpperEtc...)
- Offset , Sumifs, Countifs, Workday.Intl, Networkday Intl, Iferror,Etc
- Split & Merging Formula
- Dynamic Formulas
- How to deal with Problem oriented Data

## **Project Works & Assignments**

- ✓ Test series at each level
- ✓ MNC Test series
- ✓ Daily MIS
- ✓ Dash-Board
- ✓ Calculator
- ✓ Analysis on Data
- ✓ Analytical Reports
- ✓ MIS Format
- ✓ Computation on Data
- ✓ Graphical presentation of Data
- ✓ Recording of work through Macro
- ✓ Data Simulations
- ✓ Incentive calculation for Sales
- ✓ Simulations
- ✓ Business Forecasting
- ✓ Budgeting
- ✓ What if Analysis

# **Topics – ACCESS & SQL**

## **MS Access- Database Management**

**Overview of Database Terms** 

- Database Objects and Terminology
  - DBMS concepts
  - RDBMS concepts
  - Database Objects MS Access
  - What is database?
  - What is tables?
  - Creating new blank database& Table in Access
  - Data Import in Access from other sources
    - Excel
    - Text file
    - Access
    - others
- Append data in the existing table
- Database password
- Tables, Queries, Forms, and Reports
- Planning a Database structure and tables
- Creating a new Database from scratch and through predefined templates
- Creating and Modifying Tables
  - Creating a Table from scratch in Design view
  - Creating a Table from Table wizard
  - Modifying the Table Design
  - Ensuring data validity
  - Copying an existing Table structure
  - **Relating Tables**

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- Defining a relationship
- Viewing and Editing relationship
- Printing the relationships
- Entering and Editing Data
  - Entering new data
  - Customizing data entry
  - Change datasheet appearance
  - Editing recorded data
- Sorting, Filtering and Printing records
  - Sorting records- Single and multiple fields
  - Filtering records- By selection, exclusion filter, By form, Filter for, Advance Filter and Advance Sort
  - Previewing and Printing Sorted or Filtered Data
- Extracting Information through Queries
  - Creating a select query
  - Adding selection criteria- single and multiple criteria, use of wildcard characters and operators
  - Setting and modifying queries and their properties
  - Performing calculations in queries
  - Group data
  - Creating special queries- Find Duplicates, Find unmatched and Cross tab queries
- Creating Advance Queries
  - Creating special purpose queries- Parameter query, Auto lookup query, Select Query etc
  - Using operators
    - And
    - OR
    - Not
    - Like
    - Not like
    - Between
    - Union
    - Union All
    - etc •
  - Creating a sub query
    - Joins in MS Access
      Inner

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- Left
- Right
- Export data from Query
  - Excel
  - Access
  - etc
- Creating Queries through SQL Commands in SQL view
  - Create
  - Select
  - Insert
  - Delete
  - Drop
  - Update
  - Alter
  - Grant
  - Revoke
  - Commit
  - Rollback
  - Reports Design
    - Work in Design view
    - Modifying controls
    - Modifying Forms or Report Properties
- Creating and Customizing Reports and Sub Reports
  - Starting a new report
  - Modifying the report design
  - Sorting and Grouping records in a report
  - Adding a sub report
  - Designing a multi column report
- Creating Charts and Graphs
  - Choosing a chart type
  - Creating a new chart with the chart wizard
  - Exploring different chart types
  - Editing and Formatting the charts
- Exchanging Database objects
  - Copying objects among access database
  - Importing/Linking excel sheets and sending reports back to excel
  - Exporting to an existing access database
- MS Access Tools and methods



- **MS Access Macro**
- Link Data base one to other
- Compact on Close
- Types of Views
- Data Sheet View
- SQL View
- Pivot Chart View
- Pivot Table View
- Design View
- Applying Formulas in Access
  - Text Functions
  - IF / Multiple IFS function
  - Sales Ach(%)
  - Aggregate functions

etc

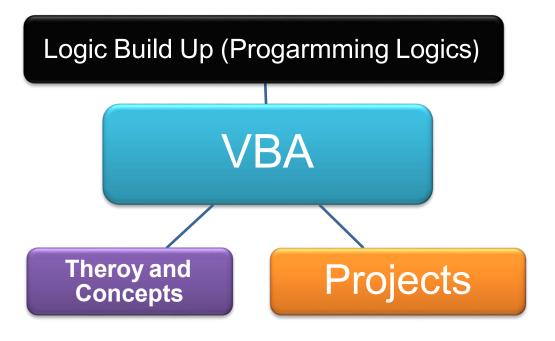
- Property Sheet & its Uses
- Build Options uses
- Property uses

## **Project Works& Assignments**

- Data Management Large data
- Extracts data from SQL
- Do higher calculations on Access
  - that challenge over excel its slow.
  - ✓ Joins of different tables

# **Topics – Macro / VBA**

VBA language, Excel can do what you tell it. Thus enabling you to program Excel so that you can automate a boring report, format a big and ugly chart, clean-up some messy data. A macro is nothing but a set of instructions you give Excel in the VBA language and help automate common repetitive tasks. Macros are one of Excel's most powerful, yet underutilized feature. Using macros, you can save hours and boost productivity manifold.



#### What is Macro?

- VBA Editor, Project Explorer, Code Pane, and PropertiesWindow
- The ObjectBrowser
- AssignMacro

### RecordingMacro

- How to record Macro
- Shortcut keys

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- Limitations of Recording
- How to Optimize Recorded Macro
- Recording Macro R1C1Style
- Convert R1C1 Style into general
- What is Variable?
- Type
- Scope
- Assign
- Value transfer
- Declaration (Implicit /Explicit)
- Local, Static, Global
- Object Model
  - Hierarchy
  - Property/Event/Method
- Difference Between Subroutine and Function with example
- Worksheet Concept
- Different way to refer the Sheet (By Name, ByIndex)
- Visibility
- Renaming
- Deletion(Single/Multiple)
- Insertion(Single/Multiple)
- Referring multiplesheets
- Copy
- Moving
- Workbook and Windows Concept
  - Opening
  - Activation
  - State(Minimize/Maximize/Resize)
  - Active window
  - Not Operator
- Refer Cell, Range, Columns ,Row
  - Consecutive Range
  - Split range
  - Column Selection(Single/Multiple)
  - Row Selection(Single/Multiple)
  - Difference between Cell andRange
- With Statement
- Current Region and Used Range concept
- Special Cells
  - Comments
  - Formula
  - Visible
  - Constant
  - Last Row

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Blank

#### • Filter Data

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- Single Criteria
- Multiple Criteria
- AND operator
- OR Operator
- Like Operator
- Top item
- Bottom item

### • IF Statement

- Simple if
  - If and Else
  - Sorting example
  - Msgbox
  - If else with Msgbox integration
- Multiple Elseif
- Nested if

#### • String and Conversion Functions

- Concatenation
- Split
- Ucase
- Lcase
- Instr
- Validation
- Len
- Cint
- Val
- Offset Statement
  - Current region
  - Resize Range
  - Set
- While Loop
  - With Conditions
  - Play with variable
  - Inputbox
  - Increment Decrement
  - IsEmpty
- For Loop
  - Nested For Loop
  - For Each loop
  - Nested For Each Loop
  - Function Procedure
- Function Procedure
  - Function through looping (for and For each)
  - Inbuilt Function (Multiple Examples)

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### Select Case Statement

Difference between if and select case

- Select case with Function Procedure
- Calling Procedure
- Array

.

- Option Base
- Fixed Size
- One Dimensional
- Dynamic array
- LBound,UBound
- Redim
- Error Handling Techniques
  - Error Type
  - On Error Resume Next
  - On Error Goto Label
  - On Error Resume Again
  - On Error Goto 0
- Calling Function in a Procedure
- Through File Handling Example
- Through Function Procedure
  - Userform
    - Label
    - Combobox
    - Listbox
    - OptionButton
    - Checkbox
    - Image
    - Frame
    - ToggleButton
    - Scrollbar
    - SpinBar
    - Property Window
    - How to handle Event (On File opening; Click,
    - DoubleClick; Initialization; Activate; before Entry; before Exit etc.)
    - Validate User input (Multiple Examples)
    - Form as per Application Size (Hiding Excel)
    - Disable Application Visibility

## **Project Works & Assignments**

- Appox 50-60 programs for logic build up
- Theory part for understanding of VBA
- VBA Projects
  - Data Splitter
  - Data Emailer
  - Combinations of Data
  - Consolidations of

workbooks and worksheets

- Form Designing
- Automations of tasks
- Merge of data
- Connecting with outlook
- Connecting with database

# **Topics – Power Point**

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools- all designed to be easy to use

## What will it cover in Power Point?

- Creating a Presentation with Microsoft PowerPoint
- Modifying a Presentation
- Inserting Objects into a Presentation
- Finishing a Presentation
- Working with Advanced Tools and Masters
- Enhancing Charts
- Inserting Illustrations, Objects and Media Clips Using Advanced Features
- Entering and Formatting Text
- Entering Text in Outline and Slide Pane
- Importing Text from Other applications like Word, Excel or
- PDF File
- Formatting Text- Styles, Alignment, Bulleted and Numbered Lists,
- Spacing, Colours and other buttons on the Toolbar
- Beginning a Presentation
  - Planning Great Presentation & Working with PowerPoint User Interface
  - Choosing Slide Layout and Using Outlines to Plan and Organize
  - Navigation through a Presentation
  - Representation of the Data
  - Exploring Chart types
  - Creating and Editing Charts



- Formatting Charts- Data series, Chart area, Axis, and many more
- Creating Organization Chart or a Diagram
- Creating and Editing Tables
- Inserting Excel Sheets and Word/PDF Documents
- Using Templates and Wizards
  - Using the Auto content Wizard & Using the Slide layout task pane
  - Using Masters- Slide master, Handout Master and Notes Master
  - Using Design templates and Creating & Saving your own template
- Adding Graphics and Special Effects
  - Adding Pictures and Multimedia- Images, Photo Album, Sounds & Movies
  - Selecting Slides and adding transitions
  - Applying Custom Animations
  - Creating Action Buttons
- Finalizing the Slide Show
  - Rearranging the slides show and hiding/printing the slides
  - Adding comments and speaker notes
  - Customizing and setting up the show
  - Recording the narration
  - Packaging the Presentation for a CD or Pen

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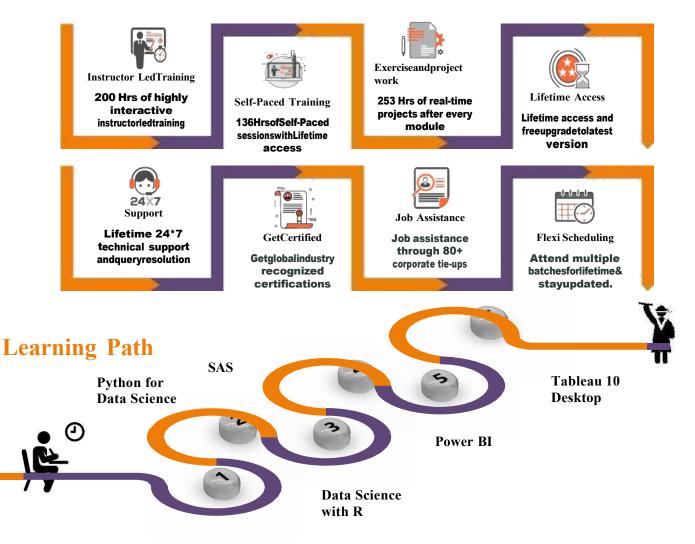
# **Data Science**



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# **About The Course**

Our Data Science Programs course lets you gain proficiency in Data Science. You will work on real world projects in Data Science with R, Tableau, Python,Data Science with SAS, and more. In this program you will cover 12 courses and 48 industry-based projects with 1Capstone Project.



# **Data Science with R**

## **Learning Objective**

This will help you be master in Data Manipulation with R programming, Data visualization, advance analytics topics like regressions, data mining using RStudio. You will work on real life projects and assignments to master data analytics.

- Introduction to Data Science and
  Statistical Analytics
- Introduction toR
- Data Exploration, Data Wrangl ingand R Data Structure
- Data Visualization
- Introduction to Statistics
- PredictiveModeling-1(Linear
  Regression)

- PredictiveModeling-2(Logistic Regression)
- Decision Trees
- Random Forest
- Un supervised learning
- Association Analysis and Recommendationengine
- **Sentiment Analysis**
- TimeSeries

# **Python for Data Science**

## **Learning Objective**

This course lets you master the concepts of widely-used and powerful programming language Python. You will gain hands-one experience in working with the various Python packages like SciPy, NumPy, MatPlotLib, Lamb a function and more. You will work on hands-on projects in the domain of python and apply it for various domains of big data, data science and machine learning.

- Introduction to Python
- Basic constructs of
  Python language
- Writing Object Oriented
  Program in Python and
  connecting with Database
- File Handling, Exception Handling
  in Python
- Mathematical Computing with
  Python(NumPy)
- Scientific Computing with Python (SciPy)

- Data Visualization (Matplotlib)
- Data Analysis and Machine Learning (Pandas) / Data Manipulation with Python
- Machine Learning, Natural Language
  Processing(Scikit-Learn)
- Web Scraping for Data Science
- Python on Hadoop
- Writing Spark code using Python

## =

# Tableau Desktop10

## **Learning Objective**

This will help you master building interactive table and dashboard and learn data visualization. This Tableau course will prepare you for Tableau Desktop Qualified Associate Certification exam. In this Tableau certification training you will also learn Tableau desktop and public integration with R & Big data. It is best suited for software developers, BI professionals, system and IT administrators.

- Introduction to Data Visualization
  and Power of Tableau
- Architecture of Tableau
- Working with Meta data &
- Data
  - Blending
- Creation of sets
- Working with Filters
- Organizing Data and
  Visual Analytics

- Working withMapping
- Working with Calculations
  &Expressions
- Working with Parameters
- Charts and Graphs
- Dashboards and Stories
- Integration of Tableau with
  Rand Hadoop

# **Data Science with SAS**

## **Learning Objective**

This will help you in learning the domains of business analytics and business intelligence. Upon completion of this SAS Training online you will have enough proficiency in reading spreadsheets, databases, use SAS functions for manipulating this data and debugging it. This Base SAS certification training also includes data mining, data analytics, modeling techniques, visualization of data, predictive analysis and extractingin sights through real world case studies.

- Introduction to SAS
- SAS Enterprise Guide
- SAS Operators & Functions
- Compilation & Execution
- Using Variables
- Creation and Compilation of
  SAS Datasets
- SAS Procedures
- Input statement and formatted input
- SAS FORMAT
- SAS Graphs

- Interactive Data Processing
- Data Transformation Function
- Output Delivery System(ODS)
- SAS MACROS
- PROC SQL
- Advanced Base SAS
- Summarization Reports
- Web Scraping for DataScience
- Python on Hadoop
- Writing Spark code using Python

# **Power Bl (Learning Objective)**

This will help you in learning the domains end-to-end business analytics tool that enables anyone to visualize, analyze, and forecast any type of data with greater speed, efficiency and understanding.

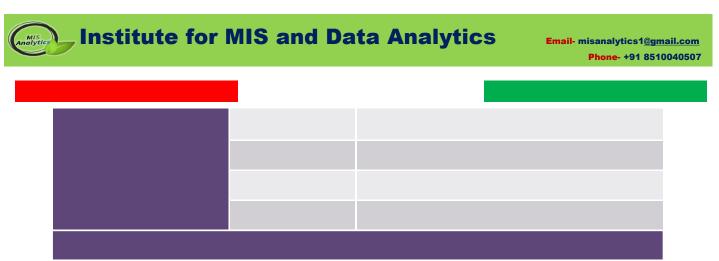
- Power Bi Basics
- Basic Report Design
- Visual Sync, Grouping
- Hierarchies, Filters
- Bookmarks, Azure,
  Modeling
- Visualization Properties
- Power Query Level 1
- Power Query Level 2
- Power Query Level 3
- Dax Functions Level 1

- Dax Functions Level 2
- Dax Functions Level 3
- Power Bi Cloud 1
- Power Bi Cloud 2
- Excel & Ris
- Report Server, Rdl
- Msbi Integrations

# **Project Works**

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# **Job Assistance Program**

MIS and Analytics is offering job assistance to all the learners who have completed the training. You should get a minimum of 70% marks in the qualifying exam to avail job assistance.

MIS has exclusive tie-ups with over 50 MNCs for placements.



Successfully finish the training

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Get your resume updated

Get Selection in the Company



# **Our Clients**



+50 Corporates

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## **Frequently Asked Questions**

## Q 1. What is the criterion for availing the job assistance program?

Ans. All the learners who have success fully completed the training are directly eligible for job assistance program.

## Q 2. Which are the companies that I can get placedin?

Ans. We have exclusive tie-ups with MNCs like Ericsson, Max Llfe,Panasonic, V2 Retails Ltd., Canara HSBC, Airtel, Standard Chartered, TCS, Genpact, Yes Bank, I Process Pvt. Ltd., Asian Footwear's Pvt. Ltd and more. So you have the opportunity to get placed in the set of global companies.

## Q 3. Do I need to have prior industry experience for getting an interview call?

Ans. There is no need to have any prior industry experience for getting an interview call. Infect, the successful completion of the MIS training is equivalent to six months of industry experience. This is definitely an added advantage to get interview.

Q 4. If job in the first attempt, can I get another chance? Ans. Definitely, yes.

Q 5. Does MIS guarantee a job through its job assistance program?

Ans. MIS does not guarantee any job through the job assistance program. However, we will definitely offer you full assistance by circulating your resume among our affiliate partners.

# How we are different from other?

- We have already placed +2000 students in various Indian and MNC Company.
- There is separate team for placements
- All faculties have industry exposure so fully industry based practical assignments.
- Flexibility of time for working professionals.
- Week end and working day both batches are available
- Our fees are best in the industry
- Installment facilities are available
- Students who missed classes during training.
  We fully support to cover-up the classes.
- Revision Facilities are available.
- Fully data support
- Laptop will be provided by the institute in the class.



Email- misanalytics1@gmail.com Phone- +91 8510040507

• Special discounts for Poor students



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## **Institute for MIS and Data Analytics**

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