



MIS ANALYTICS AS A CAREER

An Initiative by
ICA Edu Skills Pvt. Ltd.

MIS ANALYTICS

A close-up photograph of a person's hands working at a desk. The person is holding a black pen and writing on a document. On the desk, there is a silver and black calculator, a white tablet, and a spiral notebook. The document features a blue bar chart and a pie chart. The background is softly blurred, showing more of the desk and the person's hands.

It is the process of critically evaluating the information gathered from multiple sources, reconciling conflicts, decomposing high-level information into details, abstracting up from low-level information to a general understanding, and distinguishing user requests from the underlying true needs.

THE MIS ANALYST ROLE

01

Extract & Process Data from various sources to generate reports in Excel and Access Formats



02

Timely and accurately generate and distribute daily and weekly performance dashboard reports



03

Provide strong reporting and analytical information support to management team



04

Analyze business information to identify process improvements for increasing business efficiency and effectiveness



05

Provide support and maintenance to existing management information systems (MIS)



CERTIFICATE IN MIS ANALYTICS

2 Certificates
MS-Excel &
ICA

6 LIVE
PROJECTS



COURSE DETAILS

Module 1 - Basic & Advanced MS Excel 2016 with Dashboard

61hrs

Introduction to Excel, Basic Understanding of Menu and Toolbar | Lookup, Vlookup & Hlookup & H Look up | VLookup using Array formula, Dynamic/ Reverse V Look up, Index & Match function | Advanced Filter and Custom Sorting | Create Dynamic Graph & Chart | Advanced Filter | Advanced Pivot Table | Grouping/Ungrouping | Combining Data from Multiple Sheets | Extract Data page wise | Use Slicer /Time Line | Sparklines | Preparation of Dashboard | Using Camera tools for Dashboard | Using Interactive Control in Excel Dashboards (Scroll bar, Check Box, Radio Button, Drop Down list, etc) | Dashboard using Power BI Tools | Data Validation | Number & Conditional Formatting | Protection | Goal Seek, Solver, Scenario, Data Table | Logical Functions | Financial Functions | Create Web Query link MS excel with any Website | Recorded Macros/ Edit Macros | Relative Cell References | Viewing a Macro Module | Executing Macros

Live Project - 1, 2 & 3

Module 2 - VBA Programming using MS Excel

32hrs

Introduction to VBA Programming | Understanding The VBA Editor | Understanding Macro Code | Variables and Data Types in VBA | VBA Operators and Expressions | Conditional Statement if..Then..else | Looping Statement/ Repeating Actions with a Loop | Creating Functions with VBA | Arrays | Events-driven programming in VBA | Excel Object Model (Properties, Methods, Events, Collections Worksheets, Workbooks, Ranges (Cells), Charts) | Creating User Form | ProtectVBA Code | Create ADD Ins

Live Project - 4

COURSE DETAILS

Module 3 - MS Access 2016

16hrs

Exploring the Microsoft Access Environment | Designing a Database | Building a Table & Linking Tables (Defining Primary Keys, Linking Tables) | Managing Data in a Table | Importing and exporting the data | Creating and Using Queries (Parameterised Query, Cross tab Query, Find Duplicate) | Action Query (Update /Delete / Selec V Append Query) | Designing a Form | Designing a Report | Automating tasks with Macros and VBA | Setting up an Access Web App | Building Basic Web Apps | Access Options relating to Multi-user Issues | Record Locking

Live Project - 5

Module 4 - SQL (Structured Query Language) using SQL Server

16hrs

SQL Fundamental | Creating Tables Using SQL | Protecting Data | Improving performance | Manipulating Data (DML) | Controlling Transactions | SELECT Statement in SQL | From and Where Clause | Multiple Tables Query using Joins | Combining results | Functions in SQL | Creating Nested Queries

Live Project - 6

Module 5 - Orientation on Corporate Skills

36hrs

Self Management | Business Correspondence Skills | Overview of Corporate Lifestyle | Mock Drill Sessions

Eligibility: Graduate with 50% marks followed by entrance test

COURSE FEES & DURATION

3 months
3 hrs Per Day
@ 30500





ABOUT ICA



History

- Inception in 1999 by a group of Chartered Accountants
- ISO 9001:2015 certified institute.
- Pioneer in the field of Vocational Training with Job oriented courses



Advantage

- Presence in 100+ Cities
- Experienced faculty members including CA's & Professionals
- In-house CRM, R&D and ERP Team
- Regular seminars and grooming sessions
- Practical & fun learning using latest technology



Placement

- 450,000 + Satisfied Students
- 30+ Placement Offices
- Connected with 70,000+ Registered Employers
- Periodic Campus Interviews & Job Fairs

AWARDS & RECOGNITIONS



CERTIFICATE OF APPRECIATION

Most Innovative Course
Mumbai University, 2015



ASIA EDUCATION SUMMIT & AWARDS

Worldwide Achievers, 2017



GLOBAL QUALITY AWARDS

Quality Vocational Training, 2015



CERTIFICATE OF PARTNERSHIP

NSDC, 2018-19



VOCATIONAL EDUCATION PROGRAMME OF THE YEAR 2014



NATIONAL EDUCATION EXCELLENCE

Brands Academy, 2016



EDUCATION EXCELLENCE AWARDS

Best Vocational Training Company in India, 2014



ASSOCHAM SKILLING AWARD, 2017

Quality Skill Development



BEST BRANDS OF THE YEAR

Brands Achiever Initiative, 2015



INDIAN EDUCATION EXCELLENCE AWARDS

Best Vocational Training Institute in India, 2018

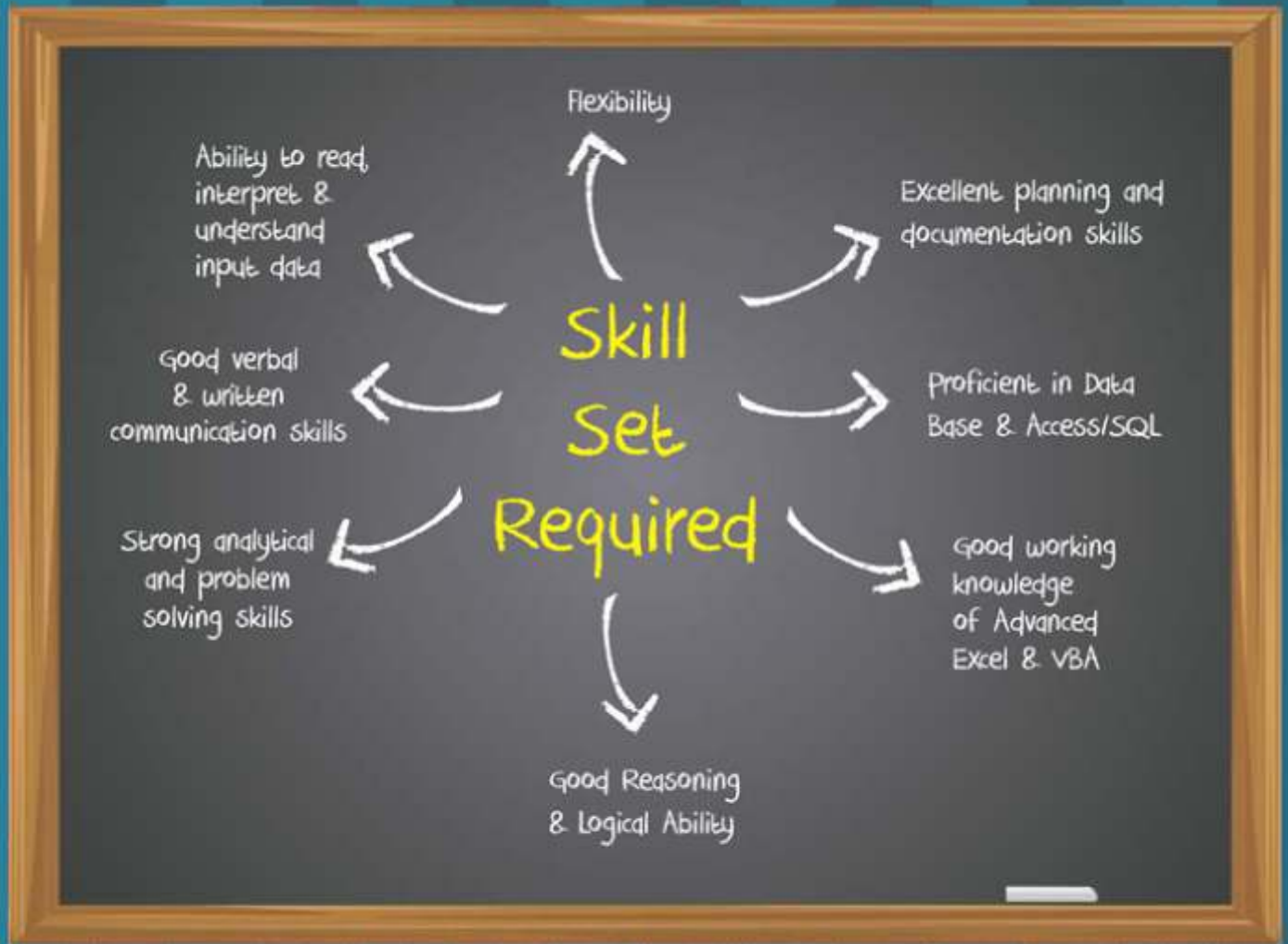


CERTIFICATE OF EXCELLENCE

Best Vocational Training Institute



Counsellor's Feedback



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Partner



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Placement Offices :

AHMEDABAD | ALLAHABAD | ALWAR | AMBALA | BENGALURU | CHANDIGARH | CHENNAI | COCHIN | DEHRADUN | DELHI | DHANBAD | GANDHINAGAR | GORAKHPUR | GUWAHATI | JAIPUR
| JALANDHAR | JAMSHEDPUR | JORHAT | KOLKATA | LUCKNOW | LUDHIANA | MUMBAI | NASIK | NOIDA | PATNA | PUNE | RAIPUR | RANCHI | RISHIKESH | VADODARA | VARANASI | VIZAG