



® Aptech Learning Darbhanga

1<sup>st</sup> Floor, Captain Complex, Near Naka 5

Darbhanga, Bihar, Pin - 846004.


M: +91-7061605941, 8420092738

E: aptechdarbhagacenter@gmail.com

admission@aptechdarbhanga.com

www.aptechdarbhanga.com

Smart Professional - MIS (OV – 5007)				
Duration:	12 Months*	Fee:	LUMP SUM	INSTALLMENT
Eligibility:	10 <sup>th</sup> /Undergraduates/ graduates/ working professionals			
Job opportunities:	On successfully completing the Smart Professional course, you will be ready to join top national & international companies as <b>MIS support executive, MIS professional, VBA Programmer Tally Specialist</b>			
Evaluation Strategy:	Award of Grades			
	PASS	CREDIT	DISTINCTION	
	Overall Weighted Marks >= 40% but < 60% qualifies for <b>PASS</b>	Overall Weighted Marks >= 60% but < 75% qualifies for <b>CREDIT</b>	Overall Weighted Marks >= 75% but < 60% qualifies for <b>DISTINCTION</b>	
	Note: To attain a PASS/CREDIT/DISTINCTION grade, a student should achieve at least 40% in Final Examination; otherwise he/she will be declared as ‘Referred’.			
Learner’s Guide (eBook)	Course Content			
	Office Automation		Financial Data Analysis Using Excel	
	1. Getting Started with Windows 10 2. Introducing Microsoft Office 2016 / 2019 3. Working with Microsoft Word – Part I 4. Working with Microsoft Word – Part II 5. Working with Microsoft Word – Part III 6. Introduction to Microsoft Excel 2016 / 2019 7. Data Analysis and Security of Data in Microsoft Excel 2016 / 2019 8. Pivot Table and Pivot Charts in Microsoft Excel 2016 / 2019 9. Understanding Microsoft PowerPoint 2016 / 2019 – I 10. Understanding Microsoft PowerPoint 2016 / 2019 – II 11. Understanding Microsoft OneNote 2016 / 2019 12. Understanding Microsoft Sway 2016 / 2019 13. Using Microsoft Outlook 2016 / 2019 14. Using Skype for Business 15. Using Microsoft OneDrive 2016 / 2019		1. Sharing and Maintaining Workbook 2. Formulas and Functions 3. Advanced Chart Features 4. Presenting Data Visually 5. Data Analysis 6. Macros and Forms 7. Using Date, Time, Information and Conversion Functions 8. Working with Financial Functions 9. Linking Workbooks and Summarizing Data	
			Advanced PowerPoint	
			1. PowerPoint Basics, Links, and Illustrations 2. Working with Slides 3. Reviewing and Finalizing Presentations 4. Sharing PowerPoint Content 5. Distributing and Securing a Presentation 6. Improved Presenter Tools	

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<b>Documents Required:</b>	<ol style="list-style-type: none"><li>1. All educational certificates</li><li>2. Age proof</li><li>3. Residential address proof (Permanent and Current)</li><li>4. Two Passport size Photograph</li></ol>					
<b>Pay your fee Offline as well as Online, For Online Payment Scan QR Code</b>						