

Smart Professional - MIS (OV - 5007)

Duration:	12 Months*	Fee:	LUMP SUM	INSTALLMENT						
Eligibility:	10 th /Undergraduates/ graduates/ working professionals									
Job opportunities:	On successfully completing the Smart Professional course, you will be ready to join top national & international companies as MIS support executive, MIS professional, VBA Programmer Tally Specialist									
Evaluation Strategy:	<p align="center">Award of Grades</p> <table border="1"> <thead> <tr> <th>PASS</th> <th>CREDIT</th> <th>DISTINCTION</th> </tr> </thead> <tbody> <tr> <td>Overall Weighted Marks >= 40% but < 60% qualifies for PASS</td> <td>Overall Weighted Marks >= 60% but < 75% qualifies for CREDIT</td> <td>Overall Weighted Marks >= 75% but < 60% qualifies for DISTINCTION</td> </tr> </tbody> </table> <p>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'.</p>				PASS	CREDIT	DISTINCTION	Overall Weighted Marks >= 40% but < 60% qualifies for PASS	Overall Weighted Marks >= 60% but < 75% qualifies for CREDIT	Overall Weighted Marks >= 75% but < 60% qualifies for DISTINCTION
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Learner's Guide (eBook)	<p align="center">Course Content</p> <table border="1"> <thead> <tr> <th>Office Automation</th> <th colspan="2">Financial Data Analysis Using Excel</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> 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 </td> <td align="center"> <ol style="list-style-type: none"> 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 </td> <td align="center"> <ol style="list-style-type: none"> 1. Advanced PowerPoint 2. PowerPoint Basics, Links, and Illustrations 3. Working with Slides 4. Reviewing and Finalizing Presentations 5. Sharing PowerPoint Content 6. Distributing and Securing a Presentation 7. Improved Presenter Tools </td> </tr> </tbody> </table>				Office Automation	Financial Data Analysis Using Excel		<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Advanced PowerPoint 2. PowerPoint Basics, Links, and Illustrations 3. Working with Slides 4. Reviewing and Finalizing Presentations 5. Sharing PowerPoint Content 6. Distributing and Securing a Presentation 7. Improved Presenter Tools
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Data Management with Access	A Guide to Web Productivity Tools
<ol style="list-style-type: none"> 1. Introducing to Microsoft Access 2. Working with Tables 3. Working with Queries 4. Working with Forms 5. Working with Reports 6. Working with Macros 7. Web Databases Using Access 	<ol style="list-style-type: none"> 1. Introducing Google Applications 2. Working with Mails 3. Working with Calendar 4. Managing Google Drive and Docs 5. Working with Google Sites 6. Additional Google Tools

Programming Practices and Techniques	Excel 2016-Power Programming with VBA
<ol style="list-style-type: none"> 1. Introduction to Computers 2. Introduction to Programming Tools 3. Flowcharts and Pseudocodes 4. Selection Constructs 5. Operators 6. Iteration Constructs 7. Structured Programming 8. Arrays 9. File Handling 10. Data Flow Diagrams 11. Elements of Programming Language 	

Computerised Accounting with GST-Part I	Computerised Accounting with GST-Part II
<ol style="list-style-type: none"> 8. Introduction to Accounting 9. Concepts, Principles, and Conventions of Accounting 10. Revenues and Capital Expenditures 11. Accounting Process – Theory 12. Recording of Entries in Tally ERP 9 13. Accounting for Input Tax Credit and its Utilization 14. Calculation of GST 15. Introduction to Ind-AS 16. Rectification of Errors 17. Depreciation 18. Bank Reconciliation Statement in Tally ERP 9 19. Inventory Record Keeping 20. Preparation of Final Accounts Using Tally ERP 9 21. Accounting Ratios 22. Accounting for Joint Ventures, Consignments, and Inland Branches 	<ol style="list-style-type: none"> 1. Interest Calculation 2. Voucher Types and Class Including Point of Sales 3. Budget and Controls in Tally ERP 9 4. Unique Quantity Code for GST 5. Generation and submission of GSTR 3B 6. E-Way Bill 7. Printing Invoices with Tally ERP 9 8. Purchases from Unregistered Dealers and Reverse charge Mechanism 9. Nil Rated and Zero-Rated Purchases 10. SEZ and EEZ Purchases and Supplies 11. Composition Scheme 12. TDS/TCS Return in GST 13. Returns Under GST 14. Reports 15. Tool Enhancements

Documents Required:	<ol style="list-style-type: none"> 1. All educational certificates 2. Age proof 3. Residential address proof (Permanent and Current) 4. Two Passport size Photograph 	
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