

# SUCCESSFUL INSTITUTE OF TECHNOLOGY

An Autonomous Institution Registered Under The Public Trust & of India NCT New Delhi  
AN ISO 9001:2015 Certified Computer Education & Registered Under Ministry of MSME  
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## MANAGEMENT INFORMATION SYSTEM

### MODULE 1

- Introduction To MS Office
- Introduction To MS Word
- Introduction To MS Excel
- Introduction To MS-  
Power Point
- Introduction Toms- Access
- Introduction To Internet

### MODULE-2

- MARKSHEET
- SALARY SHEET
- AGE CALCULATION
- ATTENDANCE SHEET
- BALANCE SHEET REPORT
- BANKING FINANCIAL ACCOUNTING(  
LOAN SHEET)
- DEPARTMENTAL STORE SHEET
- EMPLOYEE TIME SCHEDULE
- GST BILL TAX INVOICE
- INVENTORY STOCK
- PATTY CASH LOG
- PROFIT & LOSS
- PRICE LIST
- CAFÉ BILL
- V LOOKUP



- H LOOKUP
- SALARY & ATTENDANCE SHEET
- ALL FORMULAS

## MODULE-3

- Querying & Transforming Data
- Data Modelling
- Calculations And Formula
- Reports & Visualizations
- Dashboards

## MODULE-4

- Count Rows using VBA in Excel
- Excel VBA Font (Color, Size, Type, and Bold).
- Excel VBA Hide and Unhide a Column or a Row
- Excel VBA Range - Working with Range and Cells
- Apply Borders on a Cell using VBA in Excel
- Find Last Row, Column, and Cell using VBA in Excel
- Insert a Row using VBA in Excel
- Merge Cells in Excel using a VBA Code

## MODULE-5

- Statistics and probability
- Algebra and linear algebra
- Calculus and discrete mathematics

COURSE DURATION

**8 MONTHS**

**FEES: 9,999/-**

