Institute for MIS & Analytics

Delhi · Since 2014 · Classroom & Live Online

Brochure 2026

Become a job-ready MIS & Data Analyst

Excel to SQL, VBA automation, Power BI dashboards, Python and AI tools — taught on real company data by working analysts, with placement support.

Excel → Formulas → VBA → Access & SQL → Power BI → Python → AI → Job

10,000+ students & professionals trained

2,000+ placed in Indian & MNC companies

50+ industry projects with capstones

4.8★ average student rating

Our students work at

TCS · Wipro · HCL · Genpact · Google · NTT Data · Optum · United Health Group · Barclays · HDFC Bank · ICICI Bank · Kotak Bank

Dwarka
+91 85100 40507

Uttam Nagar
+91 97179 44150

Janakpuri
+91 85100 40507

WHY THIS COURSE

Every company runs on reports. We teach you to build them.

Banks, BPOs, e-commerce, pharma and IT companies hire MIS executives and data analysts to turn raw data into daily reports, dashboards and decisions. Our programme is built around what their interviews actually test — Excel formulas, Pivot Tables, SQL joins, VBA automation and Power BI.

160 hrs
live instructor-led training

200 hrs
self-paced practice with lifetime access

100 hrs
real-time projects after every module

50+
corporate tie-ups for job assistance

Lifetime
support, doubt-clearing & free batch repeats

Certified
industry-recognised certificate

LEARNING PATH

XL Excel — fx Formulas — VBA Macros — SQL Access & SQL — PPT PowerPoint — BI Power BI — PY Python — AI AI tools — ★ Interviews

Who should join

- 12th pass, graduates & freshers — no prior experience needed
- Back-office / data-entry staff moving into MIS
- Working professionals who want faster reports
- Commerce & science students heading to analytics

How we teach

- Weekday & weekend batch options
- Classroom at 3 Delhi branches or live online
- Company-style datasets, not textbook examples
- Online test portal tracks your topic-wise progress

PROJECTS YOU WILL BUILD

Daily & monthly MIS report · Sales dashboard with slicers · Sales incentive calculator · Budget vs actual & forecast · What-if business simulation · Data splitter macro · Auto-email report macro · SQL joins on 1 lakh+ rows · Power BI management dashboard · HR attrition analysis in Python

TOOLS YOU WILL MASTER

Microsoft Excel · PowerPoint · MS Access · SQL · Power BI · Tableau · VBA · Python · Matplotlib · NumPy · pandas · AI tools

Free demo class: sit in a real class at any branch or online before you pay. Call +91 85100 40507.

PROGRAMMES & FEES

Pick the level that matches your goal

All programmes start from the basics — no prior experience needed. Not sure which one fits? Ask for free counselling.

What's included	Basic ₹10,000 3–4 months	MOST POPULAR Advance ₹20,000 4–6 months	Professional + Placement ₹30,000 6–8 months
Excel & Advanced Excel	✓	✓	✓
Excel functions & formulas	✓	✓	✓
Analytics with Excel (dashboards)	✓	✓	✓
MS Access	✓	✓	✓
SQL	✓	✓	✓
VBA / Macros automation	✓	✓	✓
PowerPoint for MIS reviews	✓	✓	✓
Power BI (Power Query + DAX)	—	✓	✓
Python (Pandas, NumPy, charts)	—	✓	✓
ChatGPT & AI for analysts	—	—	✓
Resume, LinkedIn & mock interviews	—	—	✓
Placement assistance & company drives	—	—	✓

Basic MIS & Analytics

Freshers, 12th pass / graduates and anyone starting an MIS Executive career.

Roles: MIS Executive, Data Entry → MIS, Back-office Reporting

Advance MIS & Analytics

Students and working professionals who want MIS + Data Analyst roles with Power BI and Python.

Roles: MIS Analyst, Reporting Analyst, Power BI Developer, Data Analyst

Professional MIS & Analytics + Job Placement

Anyone who wants a structured path to a job — training, projects, interview prep and placement assistance.

Roles: Data Analyst, Business Analyst, MIS Analyst, Power BI Developer

Data Science (Python, R, Tableau, SAS) — Fee on request

For graduates and analysts moving into Data Scientist / ML roles: statistics, machine learning, NLP, Tableau and SAS with real-time projects. Ask a counsellor for the current batch and fee.

Easy instalments available. Pay online at www.mistrainers.in/pay-fees (UPI, cards, net banking) or at any branch. Fees as on November 2026.

SYLLABUS

What you will learn, module by module

Updated for 2026 — including XLOOKUP, dynamic arrays, Power Query and AI tools that companies now expect.

XL Excel & Advanced Excel

- Shortcuts, Tables, custom formats
- Conditional formatting with formulas
- Data validation & dependent lists
- Pivot Tables, Slicers, Timelines
- Charts, sparklines & dashboards
- Goal Seek, Data Table, Scenario, Solver
- Power Query & Power Pivot
- Subtotal, consolidation, protection

fx Excel Functions

- XLOOKUP, VLOOKUP, INDEX-MATCH
- INDIRECT, OFFSET, dynamic ranges
- IF, IFS, AND, OR, IFERROR
- SUMIFS, COUNTIFS, SUMPRODUCT
- Text: TRIM, TEXTJOIN, MID, TEXT
- Dates: EOMONTH, NETWORKDAYS, DATEDIF
- FILTER, UNIQUE, SORT, LET
- Problem-oriented data cleaning

VBA VBA & Macros

- Record, edit & optimise macros
- VBA editor, variables & scope
- Object model: ranges, sheets, books
- If / Select Case, loops, arrays
- Error handling & UserForms
- Project: data splitter & merger
- Project: auto-email via Outlook
- Project: one-click consolidation

SQL MS Access & SQL

- DBMS / RDBMS concepts
- Tables, keys & relationships
- Select, parameter & crosstab queries
- Find duplicates / unmatched
- Joins: inner, left, right; UNION
- GROUP BY, HAVING, sub-queries, CASE
- CREATE, INSERT, UPDATE, ALTER
- Forms, reports & export to Excel

BI Power BI

- Power Query (level 1–3)
- Data modelling & relationships
- DAX (level 1–3), time intelligence
- Visuals, bookmarks, drill-through
- Row-Level Security
- Publishing to Power BI Service

PY Python for Analytics

- Python basics, functions, files
- NumPy & Pandas
- Data cleaning & EDA
- Matplotlib charts
- Automating Excel reports
- Intro to Scikit-Learn

PPT PowerPoint

- Slide master & templates
- Linked Excel charts & SmartArt
- Monthly MIS review deck
- Presenting numbers to managers

AI ChatGPT & AI for Analysts

- Prompting for formulas, SQL & VBA
- Copilot-style analysis in Excel
- AI summaries of reports
- Faster cleaning & automation

Assessment: module tests, MNC-style test series and a capstone project. Certificate after 90% attendance & assignments and one project submission.

CAREERS & PLACEMENT

From classroom to your first analyst job

Our Job Assistance Program prepares you for interviews and connects you with hiring companies through 50+ corporate tie-ups.

Soft Skills Sessions
Communication, email writing and workplace etiquette for corporate roles.

Aptitude Training
Quant, reasoning and data-interpretation practice for company tests.

Resume Building
An MIS / analyst resume that highlights your projects and tools.

LinkedIn Profile Building
A profile recruiters find — headline, skills, projects and posts.

Mock Interviews
Technical + HR mock rounds with feedback, before the real one.

Job Assistance
Company drives, referrals and shortlisting through our test portal.

TYPICAL SALARY RANGES (₹ LAKH PER ANNUM, DELHI NCR)



Indicative market ranges by experience; actual offers depend on skills, experience and company.

ROLES YOU CAN APPLY FOR

MIS Executive
Excel, SQL, reporting tools

Reporting Analyst
Excel, SQL, Power BI / Tableau

Data Analyst
Python, SQL, Excel, visualisation

Business Analyst
Excel, Power BI, SQL

Power BI Developer
DAX, Power Query, SQL

VBA Developer
VBA, Excel macros

SQL Analyst
SQL, databases

Data Engineer
Python, SQL, ETL

Data Scientist
Python, R, machine learning

WHERE OUR STUDENTS WORK

TCS · Wipro · HCL · Genpact · Google · NTT Data · Optum · United Health Group · Barclays · HDFC Bank · ICICI Bank · Kotak Bank · Yes Bank · Airtel · British Telecom · Mercer India · Max Life · Canara HSBC · Hindustan Unilever · Mankind Pharma · Skymet Weather · V2 Retail · Orange · I Process · Asian Footwears

MEET YOUR MENTOR

RK

Rajesh Kumar

Founder & CEO · Senior Data Analyst · Corporate Trainer · Automation Expert

- 15+ years in Data Analytics & MIS
- 100+ automation & reporting projects
- 10,000+ students & professionals trained
- Consultant to 30+ Indian & MNC companies

QUESTIONS STUDENTS ASK

Is the course offered online or offline?

Both. You can join classroom batches at our Dwarka, Uttam Nagar or Janakpuri branch, or attend live online classes. Corporate training is also available.

What are the course fees?

Basic MIS & Analytics is ₹10,000 (3–4 months), Advance MIS & Analytics is ₹20,000 (4–6 months) and Professional MIS & Analytics + Job Placement is ₹30,000 (6–8 months). Easy instalments are available.

Do I get a certificate?

Yes. You receive a certificate after completing at least 90% of the content, assignments and attendance, and submitting one medium-level project.

Do you provide placement support?

Yes. We provide placement assistance including aptitude training, resume building, mock interviews, LinkedIn profile building and interview referrals.

Are there any prerequisites?

No. 12th pass with basic English is enough. The course starts from fundamentals, so students from any background can join.

HOW TO JOIN

1. **Free demo** — Attend a class at a branch or online
2. **Counselling** — We suggest the right programme
3. **Enrol** — Pay at branch or online, in instalments
4. **Get placed** — Projects, tests, mock interviews, drives

Why students choose us

- Faculty with real industry experience
- Separate placement team & company drives
- Weekday & weekend batches, flexible timings
- Revision & missed-class support
- Laptop available at the institute

OUR BRANCHES IN DELHI

Dwarka (Ramphal Chowk)

E-521, First Floor, Opp. Union Bank, Sector 7, Ramphal Chowk, Dwarka, New Delhi (near Kali Ghatta Sweet)

Palam / Dashrath Puri Metro (Magenta Line)

+91 85100 40507

Uttam Nagar (Nawada)

2nd Floor, Plot No. 10, Main Najafgarh Road, Opp. Pillar No. 713, near Nawada Metro Station, New Delhi

Nawada Metro Station (Blue Line)

+91 97179 44150

Janakpuri (District Centre)

201, 2nd Floor, Westend Mall, District Centre, Janakpuri, New Delhi

Janakpuri West / Janakpuri East Metro

+91 85100 40507

Book your free demo class

Call or WhatsApp — a counsellor will share the next batch dates and help you choose.

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www.mistrainers.in · info@mistrainers.in

Scan to WhatsApp