

# TECNIA INSTITUTE OF ADVANCED STUDIES

"A" GRADE INSTITUTE

Department of Management Sciences

(Session: 2023-24)

Ref: TIAS/2023-24/BBA/ACAD/VAC/106

Dated: 6/2/2024

## NOTICE

Kind Attn: BBA-3<sup>rd</sup> Year (6<sup>th</sup> Sem) Students

Subject: Value Added Course on Spread sheet management

With reference to the approval of Departmental Academic Committee of Department Management Sciences for BBA Program on the subject mentioned above, to enrich the curriculum of BBA program it was recommended the Value Added Course on Spread sheet management scheduled to commence w.e.f 13/02/2024 for BBA 3<sup>rd</sup> year students.

### Introduction:

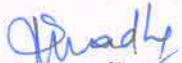
With the introduction of NEP 2020; the department augmented and enriched the curriculum with the value added course on Corporate Skills for Executives; which explores the implication and understanding of analytical tools; which further comprehend technical and functional knowledge of operations in business organization. The training and placement cell of the Institute also pointed out to upgrade the digital upskilling of the students for meaningful employment.

The detail scheduled of the same is as under:

S.No.	Course offered	Name of the Resource Person	Beneficiary	Day & Time	Venue
1.	Spread sheet management	Dr. Archana Dixit	BBA 6 <sup>th</sup> Semester (Batch 1)	Tuesday - 12.30pm-1.30pm Thursday - 12.30pm-1.30pm	Room no.- 1406
		Dr. Archana Dixit	BBA 6 <sup>th</sup> Semester (Batch 2)	Tuesday - 4.00pm-5.00pm Thursday - 4.00pm-5.00pm	Room no.- 1406

### Note:

1. Interested students must fill the registration form by 12/2/2024, by 5:00 pm.
2. 75% attendance is mandatory to get the certificates.
3. Assessment will be held on the basis of viva voce.
4. If students are less than 50%, the course will not be conducted.
5. For any queries related to the course, kindly contact the undersigned.

  
Course Coordinator:  
Ms. Shradha Jain

  
Head of Department

HoD  
BBA-TIAS

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Annexures are attached:

**Annexure1:** Brochure of the course

**Annexure2:** Details of the course (syllabi)

**Annexure3:** Student details

**Annexure4:** Detailed report

**Annexure5:** Sample of certificate

CC to:

ITC Head for updation of the website