

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE 'A' INSTITUTE
DEPARTMENT OF COMPUTER APPLICATIONS

Ref N.TIAS/DCA/DAC/2020-2021/36

Dated: 05/06/2021

(Session: 2020-21)

NOTICE

Subject: Value Added Course: Certificate Course in Office Automation

Reference to the approval of Departmental Academic Committee (Ref N.TIAS/DCA/DAC/2020-2021/36, Agenda No-36.5 dated on 2/4/2021) of Department of Computer Applications on the subject cited above, the VAC is proposed to commence w.e.f 12/06/2021 at 5:00 PM to 6:00 PM for the students.

Introduction:

With the introduction of NEP 2020 wherein it envisages modern tool usage for prediction and modeling to complex IT problems with an understanding; which further augment bridging the gap of corporate requirements to enhance employability of students. Training and Placement Cell also, provides certain cues from the corporate requirement which require attainment by the learners to upskill their skillset. Accordingly, Department recommended to introduced Certificate course in Office Automation scheduled as below:

Details of the VAC are as follows:

S.No.	VAC	Resource Person	Beneficiary	Schedule	Mode
1.	Certificate Course in Office Automation	Mr. Deepak Sharma	TIAS students	5:00 PM to 6:00 PM (Monday to Saturday)	ONLINE (MS Team)

Note:-

- Interested students can register for the course in the office of HoD DCA up to the closing hrs of 08/06/2021.
- The Course will commence on all working days from Monday to Saturday at 5:00 PM.
- Students are required to attain minimum 75% for the submission of his candidature for assessment.
- Assessment will be held based on viva voce and written/ practical examination.
- The MS Team link will be provided to all the registered participants.
- Successful learners after assessment will get the certificate of the VAC.

Annexures -

- Brochure
- Course Contents

Dr. Y.P. Singh
VAC Coordinator

Dr. Deepak Sankar
HOD DCA BCA-TIAS

Dr. Ajay Kumar
Director
Tecnica Institute of Advanced Studies
(Affiliated to GGSIP University De
Madhuban Chowk, Rohini, Delhi)

CC:

Dean Academics
All HoDs- MBA, BBA, BA(J&MC)
ITC Head for updation of the website