



Delhi Metropolitan Education

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



DME/MGT./NOTICE/2023/29

6th June, 2023

NOTICE

**Value Added Course-Mastering IT Skills
for Efficient Business Management
DME Management School
First Year (Batch 2022-2025)
6th June, 2023 to 15th June, 2023**

This is to inform all the students of DME Management School First Year (Batch 2022-2025) who have registered for the value-added course that 30 hours of training on Mastering IT Skills for Efficient Business Management organized by DME in association with **CETPA TCS Ion** will start from 6th June 2023.

Training Period-30 Hours over a period of 10 days.

Kindly read the following points carefully:

1. The course consists of self-paced videos of different modules –
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Microsoft PowerPoint
 - d. Google Suite and Microsoft Tools
 - e. Power BI
2. Assessment will be conducted on a date which will be notified to you.
3. **Fulfillment of the following criterion is required for certification:**
 - a) Timely completion of Assignment given
 - b) Feedback form submission.
4. Kindly find the syllabus attached.

[Prof. (Dr.) Poorva Ranjan]

Head, DME Management School

