

Department of Retail Management (B.Voc.)
Proposal for Inter-Departmental Teaching Collaboration: BCA Department
to Offer Lectures on MS Excel
Session 2024-25

From:

Department of Retail Management (B.Voc.)

To:

Department of Computer Applications (BCA)

Subject: Proposal for Collaboration on MS Excel Training for B.Voc. Retail Management Students

Objective:

The Department of Retail Management (B.Voc.) seeks to collaborate with the BCA Department to provide specialized lectures on **MS Excel** for our students. MS Excel is a critical tool in the retail industry, enabling students to efficiently manage data, perform financial analysis, and streamline inventory and sales operations.

Scope of Collaboration:

The collaboration will focus on equipping B.Voc. Retail Management students with practical skills in MS Excel, specifically tailored to retail applications such as:

1. **Data Analysis:** Organizing and analyzing data, using formulas, pivot tables, and graphs to derive insights.
2. **Financial Reporting:** Budgeting, cost analysis, and creating financial reports using Excel.

3. **Customer Data Management:** Storing, sorting, and analyzing customer data for improved customer relationship management (CRM).

Proposed Structure:

1. **Lecture Series:** A series of 4-6 lectures delivered by BCA faculty.
2. **Practical Sessions:** Hands-on sessions where students will apply their learning using MS Excel.

Duration and Timeline:

The proposed lecture series can be completed over the course of **4 weeks**, with one session per week.

Conclusion:

We believe that this inter-departmental collaboration will greatly benefit B.Voc. students by equipping them with critical skills in MS Excel that are essential for their future careers in retail management. We look forward to the support and cooperation of the BCA Department in this endeavor.

Signature

Department of Retail Management (B.Voc.)