



# Maharaja Agrasen Institute of Management Studies

Affiliated to Guru Gobind Singh Indraprastha University, Delhi, INDIA

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Prof. (Dr.) Manju Gupta

Head, Department Commerce

Tuesday, 7th September, 2021

## NOTICE

### STUDENT TRAINING PROGRAMME

On

### “MS Excel and IT Applications”

Certificate Course Name	Student Training Programme on MS Excel and IT Applications.
Course Objectives	This course is aimed at exposing participants to the use of various open-source applications and google tools which can help them to enhance their IT Skills. It will also enhance their ability to organize, calculate and evaluate quantitative data on MS - Excel. It is an important skill needed today in all the fields.
Resource Person(s)	<ul style="list-style-type: none"><li>• Prof. (Dr.) Manju Gupta, Head, Department of Commerce</li><li>• Mr. Praveen Kumar Singh, Convenor &amp; Assistant Professor</li><li>• Ms. Rachita Aggarwal, Co-Convenor &amp; Assistant Professor</li><li>• Dr. Rachna Jain, Associate Professor</li><li>• Dr. Geetanjali Gupta, Assistant Professor</li><li>• Ms. Taranpreet Kaur, Assistant Professor</li><li>• Ms. Kajal Mittal, Assistant Professor</li><li>• Ms. Divisha Gupta, Assistant Professor</li></ul>
Duration	30 Hours (20 Sessions: 1.5 hour each)
Commencement Date	Wednesday, 8 <sup>th</sup> September, 2021
Course Fee	Rs. 200 for Externals Rs. 100 for students of MATES
Session Timings	3:00 pm - 4:30 pm
Venue	Google Meet
Participants	Undergraduate students of all courses
Number of Seats	Limited seats are available (on first come first served basis)
Important Dates	Registration starts 14 <sup>th</sup> August 2021 Last date to register for Skill Enhancement Certificate Course is 4 <sup>th</sup> September 2021 Course Starts from 8 <sup>th</sup> September 2021
Registration Link	<a href="https://forms.gle/MnAeTL3YnxYkXZUs8">https://forms.gle/MnAeTL3YnxYkXZUs8</a>
Issue of Certificate/ Prices	Certificate of completion shall be issued to successful participants.
Convener(s)	Mr. Praveen Kumar Singh, Assistant Professor, Convenor. Ms. Rachita Aggarwal, Assistant Professor, Co-Convenor.

**Prof. (Dr.) Manju Gupta**

**Head, Department of Commerce**

Copy to: Director, MAIMS, for information please



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