



DEPARTMENT OF ECONOMICS

Under the Aegis of IQAC

Skill Enhancement Certificate Course on

Computer Applications in Economics & Business

October 11, 2021 to December 11, 2021



Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution www.maims.ac.in

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003);

Office Phone: 8448186947

Courses offered: BBA, B.Com (H), BA(H)Eco., BA (JMC), BALLB & BBALLB

Highlights

- Fundamentals of Computer Applications in Economics
- Training on Google Tools, MS Excel, MS Word and MS PowerPoint

Register [HERE](#)

Latest by **October 9, 2021**







Maharaja Agrasen Technical Education Society (MATES), New Delhi

Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP



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Maharaja Agrasen Institute of Management Studies

Education and Educators have always played an instrumental role in the development and advancement of society and humankind. We are living in an era of rapid change, with global expansion of skills and expertise in a variety of fields. The role of education has shifted from rote memorization to proactive learning. We at MAIMS are conscious of these needs and are continuously striving to attain them.

As part of our commitment to being at the forefront of education, we collaborate with and maintain excellent relationships with industry and leading corporate houses for training and internship opportunities. This gives our students an edge over others, which is reflected in our year after year high placement rates.

At MAIMS, we inspire dreams, galvanise actions, and define the vision for tomorrow. Our enthusiasm knows no bounds and our dedication to take education to new heights is indeed strong.

About the Department of Economics

The Department of Economics is one of the youngest departments of MAIMS, established in 2017. It offers Undergraduate Degree Programme i.e. BA (H) Economics. Currently, there are six faculty members in the department who either hold doctoral degrees or are pursuing it.

The department offers a blend of theoretical and applied knowledge of Economics supplemented with quantitative methods to its students along with immense opportunities beyond academics. Under the aegis of Arthanomics Club, students are encouraged to organize and participate in all the educational and extracurricular activities which help them to enhance their understanding, creativity and interdisciplinary approach towards learning.

Further, the department offers a unique opportunity to its faculty and students for undertaking quality research and runs its bi-annual peer reviewed referred research journal i.e. MAIMS Economic Journal. The department keeps on organizing International Conferences, Faculty Development Programmes, Workshops, Skill Enhancement Certificate Courses among the others from time to time to enhance learning of faculty as well as students.

About the Skill Enhancement Certificate Course

Being in the era of online world, this course is designed to meet the industry requirements, which will help students to enhance their productivity and collaboration. This course will provide hands on training on Google Tools and Microsoft Office applications like Word, Excel and PowerPoint which is the most widely used computer software packages. These applications are important no matter what Industry one works in, these applications are going to be in use on regular basis.

Google provides you with a wide range of tools that will help participants to increase your efficiency and productivity. Google tools covered in this skill enhancement course will help participants to better collaborate and organize their tasks and data and empower them to work in all the fields of their interest.

MS Office is the most widely used tool for documenting and organizing information, delivering presentations, as well as processing data in offices environments across the globe. It has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

Both the applications are going to help participants in enhancing their IT skills, decision making and better understanding of the data.

Objective of the Course

The Skill Enhancement Certificate Course "Computer Applications in Economics & Business" aims at imparting theoretical and practical knowledge on Google Tools such as Google drive, Google Forms, Google Sites, Google Docs, Google Scholar and MS Office applications such as MS Excel, MS Word and MS PowerPoint.

Course Outcomes

After completion of the course, participants will be able to:

CO1: Collate and analyze data effectively.

CO2: Apply Google tools for undertaking their activities related to research and academics.

CO3: Apply Google scholar to write research papers/ projects.

CO4: Create customized website.

CO5: Apply advanced MS Excel formulas for report visualizations and decision making.

CO6: Format and edit MS Word documents.

Who Should Join the Course?

The Skill Enhancement Certificate Course would be beneficial for students and researchers for enhancing their document preparation and research writing skills.

A certificate of completion will be provided to the eligible participants.

Program Details

- Commencement date: October 11, 2021.
- There will be minimum 20 Sessions of 1 hour 30 minutes each.
- There will be 2 Sessions per week on every Monday and Friday.
- Class timings will be 2:30 pm – 4:00 pm.
- Minimum 75% attendance is required to be eligible for certificate.
- For every Module, at least one practical assignment will be given to participants, which is required to be submit/upload within 2 days.

Evaluation of the Course

- Mid-term comprehensive MCQ based Skill Assessment Test of one-hour duration will be conducted.
- A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.

Course Content

Session No.	Details of topics with sub topics
Session 1	Introduction to important Google tools and how to use them. <ul style="list-style-type: none"> • Google Drive • Google Docs • Google Translate
Session 2	Important Tools for a Researcher <ul style="list-style-type: none"> • Google Sites • Google Scholar
Session 3	Google Forms
Session 4	Introduction to MS Excel <ul style="list-style-type: none"> • Introduction to all the Ribbon Tabs. • Introduction to all keyboard short cut keys.
Session 5	Advanced Paste Special techniques <ul style="list-style-type: none"> • Paste Formulas • Paste Formats • Paste Validations • Transpose Tables Cell References <ul style="list-style-type: none"> • Relative, Absolute and Mixed Referencing
Session 6	Sorting and Filtering Data <ul style="list-style-type: none"> • Using multiple-level sorting • Custom sorting • Filtering data for selected view (AutoFilter) • Using advanced filter options
Session 7	Working with templates and Managing Worksheets <ul style="list-style-type: none"> • Naming and Moving Worksheets • Copying Worksheets • Adding, Deleting and Hiding Worksheets • Grouping Worksheets • Using templates for standardisation of worksheets Collaboration and Protecting Data <ul style="list-style-type: none"> • Inserting Hyperlinks • Sharing a Workbook • Track Changes • Accept/Reject Changes • Protecting Workbooks • Unlocking Cells
Session 8	Conditional Formatting <ul style="list-style-type: none"> • Highlight Cells Rules • Top/Bottom Rules • Data Bars • Color Scales • Custom Formatting Rule
Session 9	Data Validations <ul style="list-style-type: none"> • Specifying a valid range of values for a cell • Specifying a list of valid values for a cell • Specifying custom validations based on formula for a cell
Session 10	Conditional Logic <ul style="list-style-type: none"> • If Statement, Nested If

	<ul style="list-style-type: none"> • And, Or , Not • Sumif, Sumifs • AVERAGEIF, AVERAGEIFS • COUNTIF & COUNTIFS
Session 11	Assessment Test
Session 12	Lookup and reference functions and Formula Auditing <ul style="list-style-type: none"> • VLOOKUP • HLOOKUP • MATCH, INDEX • Trace cells • Watch and evaluate formulas
Session 13	Mathematical and Date functions
Session 14	Text functions & Statistical Functions
Session 15	Working with Reports <ul style="list-style-type: none"> • Creating subtotals • Multiple-level subtotals • Pivot tables • Pivot charts
Session 16	Charts <ul style="list-style-type: none"> • Chart Types • Update Charts • Formatting Charts • Using Slicers • Manage Primary and Secondary Axis
Session 17	What if analysis <ul style="list-style-type: none"> • Goal Seek • Data Tables • Scenario Manager • Solver Tool
Session 18	Working with MS Word <ul style="list-style-type: none"> • All tabs of MS Word • Formatting of documents
Session 19	Working with Pages on MS Word <ul style="list-style-type: none"> • Different layouts of a Word page • Settings of word page <ul style="list-style-type: none"> ○ Print settings of a page ○ Introduction ○ Page Orientation ○ Page Breaks ○ Print Area ○ Margins ○ Print Titles ○ Headers and Footers ○ Scaling • All the tabs related to page settings and views of a page
Session 20	Working with MS PowerPoint <ul style="list-style-type: none"> • Creating slides • Managing Sections • Editing & Formatting Presentations
Session 21	Working with Multimedia & Sharing Presentations in different formats
Session 22	Final Assessment Test

Registration Details

Last Date of Registration: October 9, 2021

Registration Fee: Rs. 200/-

Registration Link: <https://forms.gle/cJbwDpGhkSZphJW39>

**** UTR/Ref. No. & screenshot of payment to be uploaded for completing the registration**

Payment Modes:

1. Through IMPS/NEFT

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Bank Name:	Union Bank of India
Bank Account No.	394502010059876
Account Type:	Savings Account
IFSC/NEFT Code:	UBIN0560421

2. Through Paytm/UPI: Account Holder's Name: Maharaja Agrasen Institute of Management Studies/Anil Kumar Mobile No: 8448186940

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- Prof. (Dr.) Ravi K. Gupta, Director, MAIMS

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- Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics – **Program Head**
- Ms. Kamna Vaid, Assistant Professor, Department of Economics – **Convener**
- Ms. Nikita Jain, Assistant Professor, Department of Economics - **Co-Convener**

Contact Details: Ms. Kamna Vaid

Mobile: 9971100461

Email: economicsdata@maims.ac.in