



# Maharaja Agrasen Institute of Management Studies

(Established by 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](http://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), B.A. Eco. (H), BA (JMC), BALLB & BBALLB



Under the Aegis of IQAC and In Association with  
PCJ School of Management,

**Maharaja Agrasen University,  
Baddi, HP**

**Student Training Programme  
on**

**“MS Excel and IT  
Applications”**

- ✚ Hands on training
- ✚ Training on Google Tools and other open source application
- ✚ Able to work with large volumes of data of different areas such as Finance, Marketing, Sales, etc.
- ✚ Certification of Completion
- ✚ Cash prize for top three Students

Last date for registration: Sept 6<sup>th</sup>, 2021





# **MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

A Unit of Maharaja Agrasen Technical Education Society  
Affiliated to GGS IP University; Recognized u/s 2(f) of UGC  
Recognized by Bar Council of India; ISO 9001: 201 Certified Institution  
Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi -110086, INDIA [www.maims.ac.in](http://www.maims.ac.in)

## **DEPARTMENT OF COMMERCE Skill Enhancement Certificate Course “MS Excel and IT Applications”**

Among the tools for analyzing and managing valuable information of all types, MS Excel and Google tools are considered to be the most effective. It is widely used in several management functions. With this dynamic tool users have a variety of options for both making the process more straightforward and improving the sophistication of data reporting and analysis. MS Excel and Google Tools are used by many organizations and businesses all over the world. Aside from that, the use of open educational resources has shown to increase student learning by removing barriers of affordability and accessibility. Having excel skills, Google tools and open educational resources becomes a most desirable qualification on a resume. In response to the numerous benefits MS Excel, Google tools and OER brings, faculties of Department of Commerce created a course on the subject for students' benefit.

Under the aegis of the IQAC and in association with PCJ School of Management, the course was organized for under graduate students. There were 68 registrations in total. The focus of this course was to introduce students to the most commonly used commands, functions, and capabilities of Microsoft Excel to manage small to large scale business process, work with Google Tools for effectively managing academic activities, understand R programming for research work, create a mind mapping chart for decision making and learn about open educational resources.

Course sessions were divided into 20 sessions, with each session taught by a different faculty member. Each session consisted of 1.5 hours of class and a feedback form. The students were given an assignment at the end of each session to assess their understanding level and there were three MCQ tests conducted, the first after six sessions, the second after twelve sessions, and the final MCQ after all sessions were completed.

For the students as well as the faculty, it was a great learning experience. Certificates were awarded to those students who met all four criteria's, namely Attendance, Feedback forms, Assignments and Quizzes. The fact is that many students qualified under all of the above criteria.

Students in such programs have a distinct advantage when it comes to working in corporate environments. The credit for this ambitious undertaking goes to Prof. (Dr.) Manju Gupta (HOD, Commerce) and her team who worked under the guidance of Prof. (Dr) Ravi Kumar Gupta, Director, MAIMS. This program would not have been successful without their constant support and encouragement.

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