



**MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

Tel. Office: 8448186947, 8448186950 [www.maims.ac.in](http://www.maims.ac.in)

**Skill Enhancement Certificate Course  
“Business Applications of MS Word ”  
4th October – 30th November 2019  
REPORT**

MS Word is one of the most widely used document applications to document all information across the various and commercial, business, and domestic activities of human life. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for record keeping. This is the motivation behind the creation of this skill enhancement certification course, keeping in mind its importance, effectiveness, and utility to the masses, including students, faculty, and other stakeholders in the academia.

This Certificate Course was the initiative taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Word used in business and various professional purposes. The course focused on the in-depth coverage and teaching various tabs on the Microsoft word document. The details of the all the functions and features of each tab were covered with the special focus on the practical application and relevance of each one of it, followed by the hands-on practice. The various topics which were covered in the course were File Ribbon, Mailings Ribbon, Review Ribbon etc. The convenor of the Course are Dr. Sangeeta Rawal. Two batch of students were formed to provide them more attention for each session. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline. The timing of the classes was 3:30 pm to 5:00 pm. The registration for course started from 30th September 2019. The classes began from 4th October 2019 which ended on 18th November 2019. The feedback forms were filled by students following every session. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions. The course was divided into multiple sessions and each session was taken by different faculty members. The valedictory of the course was conducted on 30th November 2019.

It was a great learning experience for the students as well as for the faculty. Session 1 to Session 3 was taken by Ms. Meenakshi Gupta, Session 4 to Session 6 was taken by Ms. Shruti Sharma; Session 7 to Session 9 were taken by Dr. Sushila Gupta; Session 10 to Session 11 were taken by Dr. Sangeeta Rawal, Session 12 to Session 13 were taken by Ms. Sarita Garg; Session 14 to



**MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

Tel. Office: 8448186947, 8448186950 [www.maims.ac.in](http://www.maims.ac.in)

Session 16 were taken by Dr. Deepak Dagar; Session 17 to Session 18 were taken by Ms. Rashi Aggarwal and Session 19 to Session 20 were taken by Ms. Neetu Agarwal. Total 118 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. The top three positions were occupied by the following students:-

Position 1: HIMANSHU AGGARWAL, 65261101717

Position 2: NAMAN MITTAL, 35314788818

Position 3: VANSHIKA KAUSHIK, 2914702419

After completing the course the students were able to understand and utilize the various functions of MS Word and will be able to become proficient in their respective workplace.