



**MAIMS**



**SKILL ENHANCEMENT CERTIFICATE COURSE  
BUSINESS APPLICATION OF MS WORD**



**December 2018 – February 2019**

**3.00 PM – 4.30 PM**

**Date of Commencement: 17 December 2018**



**MS OFFICE WORD**

**Maharaja Agrasen Institute of Management  
Studies**

(A Unit of Maharaja Agrasen Technical Education Society)

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

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,

Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186950

[www.maims.ac.in](http://www.maims.ac.in)

Courses offered: BBA, B Com(H), BA(H)

Economics, BAJMC, BALLB

**Course Highlights:**

- 20 hours training on various MS Word functions
- Detailed learning on each tab of word document ribbon
- Basics to MS Word
- Introduction to MS Word Pro

## About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

## About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

## Course Description

- **Course Name:** “Business Professional Applications of MS Word”
- **Course Objectives:** This MS Word certificate course has been designed to introduce students to the basic commands, functions, and capabilities of Microsoft Word used in business and professions. This course will help students to understand and utilize the various functions of MS Word and enable the students to become more efficient in the workplace. This course is very practical and interactive. During the session, each student will work through exercises and practice using the various MS Word features covered during the course.
- **Commencement Date:** 17<sup>th</sup> December 2018

## Contents of the Course

<u>Lecture No.</u>	<u>Topics</u>
1-2	Word Screen Elements
3-4	Essential Formatting Knowledge – the Home Ribbon
5-6	The File Ribbon
7-8	The View Ribbon
9-10	Intermediate Formatting Knowledge – the Insert Ribbon
11-12	Essential Page Layout Ribbon
13-14	Mailings Ribbon
15-16	References Ribbon & Custom Styles
17-18	Review Ribbon
19	MS Word Collaboration
20	Revision and Q & A
<b>Total No. of Lectures : 20</b>	

### Who can attend?

This Skill Enhancement Certificate Course would be beneficial for students/any individuals for enhancing their word document skills.

## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees – Non-Refundable (per person):**

Dates	For External Participants	For Internal Participants
Upto 10 <sup>th</sup> December 2018	₹1200/-	₹150/-
After 10 <sup>th</sup> December 2018	₹1500/-	₹200/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

### Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies	<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
<b>Bank Name</b>	Union Bank of India	<b>Mob. No.</b>	8448186940
<b>Bank Account</b>	394502010059876		
<b>Account Type</b>	Savings Account		
<b>IFSC / NEFT</b>	UBIN0560421		

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

## Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

### **Chief Coordinator**

Prof. (Dr.) Vijay Kr. Khurana

### **Resource Persons**

- Dr. Sangeeta Rawal, Convener (Assistant Professor, 8826020000)
- Ms. Rashi Aggarwal, Co-convener (Assistant Professor, 7838511161)
- Dr. Deepak Dagar (Assistant Professor, 9311433901)
- Dr. Sushila Gupta (Assistant Professor, 8510028666)