



## **MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES**

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University

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

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA

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

### **Skill Enhancement Certificate Course “Business Applications of MS Word”**

**Academic Year: 2017-18 Course Duration: 20 November 2017 – 31 January 2018**

**Total Participants: 150 (Three Batches)**

**Mode: Offline**

**Venue: Lab 1 for Batch 1 and 2 and Lab 2 for Batch 3**

**Time: 3:00 PM-4:30 PM**

### **REPORT**

MS Word is one of the most widely used document applications to document all information across the various 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 in-depth coverage and teaching various tabs on the Microsoft word document. The details of 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.

Multiple batches of students were formed to provide them more attention for each session. The course was divided into multiple sessions and each session was taken by different faculty member. 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.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Ms. Rashi Aggarwal, Session 2 by Dr. Sushila Gupta, Session 3 was taken by Dr. Sangeeta Rawal, and Session 4 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 150 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.



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The List of toppers of the course are

1. Preeti 02714712417
2. Sahil Verma 03214712417
3. Anshul Jain 42114701716

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.

Dr. Sangeeta Rawal, Assistant Professor

Convenor