



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

Skill Enhancement Certificate Course
“WORK SMARTER WITH MS POWERPOINT”
20th September 2019 – 30th November 2019

REPORT

MS PowerPoint is one of the most widely used presentation applications to present all information and business ideas, proposals, and other business communications across the various and commercial, business, and domestic activities of human life. Its 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 and future reference. 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 for undergraduate students. The prime objective of the course was to introduce students to basic features Microsoft PowerPoint used in business and various professional purposes. The course focused on the in-depth coverage and teaching various tabs on the Microsoft PowerPoint document. The details of the all the 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.

Two Batches 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 2:30 pm to 4:00 pm. The course was divided into multiple sessions and each session was taken by different faculty members. 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 registration for the course was started from 15th September 2019. The course was of 30 hour duration divided into 20 classes each of 1.5 hours duration. The course started from 20th September 2019 and ended on 6th November 2019. 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. Following were the resource persons for the course Dr. Deeapk Dagar, Dr. Sangeeta Rawal, Dr. Sushila Gupta, Ms. Neetu Aggarwal. Certificates were given only to such students who successfully qualified all the



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four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 129 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters. This course was very practical and interactive. This course helped the students to understand and utilize the various functions of workplace.

Faculty Convener:

Dr. Deepak Dagar, Assistant Professor

List of Top Performers of the Certificate Course

Name	Institute
RIYA JAIN	MAIMS
HITESH KRISHANA	MAIMS
KAUSHAL JAIN	MAIMS