



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

Skill Enhancement Certificate Course

“WORK SMARTER WITH MS POWERPOINT”

Academic Year: 2017-18 Course Duration: 18st September 2017 – 30th November 2017

Total Participants: 120 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 2:30 PM-4:00 PM

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 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 taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft PowerPoint used in business and various professional purposes. The course focused on in-depth coverage and teaching various tabs on the Microsoft PowerPoint 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 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.

It was a great learning experience for the students as well as for the faculty. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 120 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

The List of toppers of the course are



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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.