



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 “Business Applications of MS Word” December 2018 – February 2019

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.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 10th December 2018. The classes began from 17th December 2018 which ended on 28th February 2019.



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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 and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 130 students registered themselves with this course. 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. 5 Sessions were taken by Ms. Rashi Aggarwal, 6 Sessions were taken by Dr. Sushila Gupta, 4 Sessions were taken by Dr. Sangeeta Rawal, and 5 Sessions were taken 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 120 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

Top three positions were occupied by following students:

1. NIKUNJ GUPTA 5614701718
2. KARTIK SAINI 3614701717
3. KUHU ARORA 5461101716