

Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA <u>www.maims.ac.in</u>

Skill Enhancement Course on Business Applications of MS Word

October – November 2019

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Director Maharaja Agrasen Institute of Managemet Studies Sector 22, Rohini, Delhi-86





Organizes

Skill Enhancement Certificate Course on **Business and Professional Applications of MS Word 2019**

October - November 2019 3:30 PM - 5:00PM Date of Commencement: 4th Oct 2019



Microsoft® Word 2019

Cash Prizes for Top Performers

Highlights:

20 hours training on various MS Word functions Introduction to the new feature of using the Microsoft Translator Using Digital Pen for Writing and Drawing **Basics to MS Word** Introduction to MS Word Pro

Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University, Delhi 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

Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC, **BALLB, BBALLB**







Course Description

- Course Name: "Business and Professional Applications of MS Word 2019"
- **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:** Friday, 4th October 2019

Contents of the Course

Lecture No.	<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
	Total No. of Lectures : 20

Who can attend?

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



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.

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 30 th September 2019	₹2000/-	₹200/-
After 30 th September 2019	₹2500/-	₹250/-

- **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.

Payment Details

Through Paytm	
Account Holder's Name	Dr. Sangeeta Rawal
Mobile No.	8826020000

Requirements for Issue of Certificate

- Regular and high attendance.
- Submission of solutions/ answers of all assignments.

Good performance in all MCQ based tests.

• Submission of all weekly feedbacks



Sec - 22. Rohini, Delhi-86

Director Maharaja Agrasen Institute of Managemet Studies



Patrons

Prof. (Dr.) S. K. Garg Director General, MAIMS Prof. (Dr.) G. P. Govil Advisor, MATES Prof. R. K. Gupta Vice-Chancellor, MAU

Prof. M.K Bhat Director, Maharaja Agrasen Institute of Management Studies Prof. (Dr.) Vishal Kumar Dean Research & Director, PCJ School of Management, MAU

Chief Coordinator

Prof. (Dr.) Vijay Kr. Khurana

Conveners

Dr. Sangeeta Rawal M: 8826020000 Assistant Professor Department of Business Administration Ms. Rashi Aggarwal M: 7838511161 Assistant Professor Department of Business Administration

Resource Persons

- Dr. Sangeeta Rawal, Convener (Assistant Professor, 8826020000)
- Ms. Rashi Aggarwal, Co-convener (Assistant Professor, 7838511161)
- Ms. Neetu Agarwal (Assistant Professor, 9999727887)
- Ms. Sarita Bansal Garg (Assistant Professor, 9811418667)
- Dr. Deepak Dagar (Assistant Professor, 9311433901)
- Dr. Sushila Gupta (Assistant Professor, 8510028666)
- Ms. Shruti Sharma (Assistant Professor, 9958057111)
- Ms. Meenakshi Gupta (Assistant Professor, 9312403594)





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MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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Maharaja Agrasen Intitute of Management Studies Simitor-22 Rohini Delhi-86

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Skill Enhancement Certificate Course "Business Applications of MS Word " 4th October – 30thNovember 2019 REPORT

MS Word is one of the most widely used document applications to document all information across the various and 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 the in-depth coverage and teaching various tabs on the Microsoft word document. The details of the 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. The various topics which were covered in the course were File Ribbon, Mailings Ribbon, Review Ribbon etc. The convenor of the Course are Dr. Sangeeta Rawal. Two batch 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 3:30 pm to 5:00 pm. The registration for course started from 30th September 2019. The classes began from 4th October 2019 which ended on 18th November 2019. The feedback forms were filled by students following every session. At the end of each session there was a guiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions. The course was divided into multiple sessions and each session was taken by different faculty members. 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. Session 1 to Session 3 was taken by Ms. Meenakshi Gupta, Session 4 to Session 6 was taken by Ms. Scruti Sharma; Session 7 to Session 9 were taken by Dr. Su have Gupta; Session 10 to Session 11 were taken by Dr. Sangeeta Rawal, Session 12 to Session 13 were taken by Ms. Saria Garg, Session 14 to





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Session 16 were taken by Dr. Deepak Dagar; Session 17 to Session 18 were taken by Ms. Rashi Aggarwal and Session 19 to Session 20 were taken by Ms.Neetu Agarwal. Total 118 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. The top three positions were occupied by the following students:-

Position 1: HIMANSHU AGGARWAL, 65261101717

Position 2: NAMAN MITTAL, 35314788818

Position 3: VANSHIKA KAUSHIK, 2914702419

After completing the course the students were able to understand and utilize the various functions of MS Word and will be able to become proficient in their respective workplace.

Director Maharaja Agrasen Institute of Managemet Studies Sector 22. Rohini, Delhi-86



Sample Certificate:



Skill Enhancement Course on Business and Professional Application on MS Word



Director Maharaja Agrasen Institute of Managemet Studies Sector 22, Rohini, Delhi-86

