

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 www.maims.ac.in

Skill Enhancement Certificate Course Computer Applications in Economics 5th January-31st March 2022

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EPARTMENT OF ECONOMICS

Under the Aegis of IQAC

Skill Enhancement Certificate Course on

Computer Applications in Economics

January 5, 2022 to March 31, 2022 Timings: 2:30-4:00PM

Date of Commencement: 5 Jan 2022





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 www.maims.ac.in

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003); Office Phone: 8448186947

Courses offered: BBA, B.Com (H), BA(H)Eco., BA (JMC), BALLB & BBALLB



Highlights

Online Training on Google Tools, MSExcel, MS Word and MS PowerPoint via Gmeet

Fundamentals of Computer

Applications in Economics

Register HERE









Maharaja Agrasen Institute of Management Studies

Education and Educators have always played an instrumental role in the development and advancement of society and humankind. We are living in an era of rapid change, with global expansion of skills and expertise in a variety of fields. The role of education has shifted from rote memorization to proactive learning. We at MAIMS are conscious of these needs and are continuously striving to attain them.

As part of our commitment to being at the forefront of education, we collaborate with and maintain excellent relationships with industry and leading corporate houses for training and internship opportunities. This gives our students an edge over others, which is reflected in our year after year high placement rates.

At MAIMS, we inspire dreams, galvanise actions, and define the vision for tomorrow. Our enthusiasm knows no bounds and our dedication to take education to new heights is indeed strong.

About the Department of Economics

The Department of Economics is one of the youngest departments of MAIMS, established in 2017. It offers Undergraduate Degree Programme i.e. BA (H) Economics. Currently, there are six faculty members in the department who either hold doctoral degrees or are pursuing it.

The department offers a blend of theoretical and applied knowledge of Economics supplemented with quantitative methods to its students along with immense opportunities beyond academics. Under the aegis of Arthanomics Club, students are encouraged to organize and participate in all the educational and extracurricular activities which help them to enhance their understanding, creativity and interdisciplinary approach towards learning.

Further, the department offers a unique opportunity to its faculty and students for undertaking quality research and runs its bi-annual peer reviewed referred research journal i.e. MAIMS Economic Journal. The department keeps on organizing International Conferences, Faculty Development Programmes, Workshops, Skill Enhancement Certificate Courses among the others from time to time to enhance learning of faculty as well as students.

About the Skill Enhancement Certificate Course

Being in the era of online world, this course is designed to meet the industry requirements, which will help students to enhance their productivity and collaboration. This course will provide hands on training on Google Tools and Microsoft Office applications like Word, Excel and PowerPoint which is the most widely used computer software packages. These applications are important no matter what Industry one works in, these applications are going to be in use on regular basis.

Google provides you with a wide range of tools that will help participants to increase your efficiency and productivity. Google tools covered in this skill enhancement course will help participants to better collaborate and organize their tasks and data and empower them to work in all the fields of their interest.

MS Office is the most widely used tool for documenting and organizing information, delivering presentations, as well as processing data in offices environments across the globe. It has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

Both the applications are going to help participants in enhancing their IT skills, decision making and better understanding of the data.

Objective of the Course

The Skill Enhancement Certificate Course "Computer Applications in Economics" Business" aims at imparting theoretical and practical knowledge on Goige Tools such as Google Grows, Google Forms, Google Sites, Google Docs, Google Scholar and MS Excellent MS Word and MS PowerPoint.

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Course Outcomes

After completion of the course, participants will be able to:

CO1: Collate and analyze data effectively.

CO2: Apply Google tools for undertaking their activities related to research and academics.

CO3: Apply Google scholar to write research papers/projects.

CO4: Create customized website.

CO5: Apply advanced MS Excel formulas for report visualizations and decision making.

CO6: Format and edit MS Word documents.

Who Should Join the Course?

The Skill Enhancement Certificate Course would be beneficial for students and researchers for enhancing their document preparation and research writing skills.

A certificate of completion will be provided to the eligible participants.

Program Details

- Commencement date: January 05, 2022.
- There will be minimum 20 Sessions of 1 hour 30 minutes each.
- There will be 2 Sessions per week on every Wednesday and Thursday.
- Class timings will be 2:30 pm 4:00 pm.
- Minimum 75% attendance is required to be eligible for certificate.
- For every Module, at least one practical assignment will be given to participants, which is required to be submit/upload within 2 days.

Evaluation of the Course

- Mid-term comprehensive MCQ based Skill Assessment Test of one-hour duration will be conducted.
- A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.



Course Content

Session No.	Details of topics with sub topics
Session 1	Introduction to important Google tools and how to use them.
	Google Drive
	Google Docs
	Google Translate
Session 2	Important Tools for a Researcher
	Google Sites
	Google Scholar
Session 3	Google Forms
Session 4	Introduction to MS Excel
	• Introduction to all the Ribbon Tabs.
	• Introduction to all keyboard short cut keys.
Session 5	Advanced Paste Special techniques
	Paste Formulas
	Paste Formats
	Paste Validations
	Transpose Tables
	Cell References
	Relative, Absolute and Mixed Referencing
Session 6	Sorting and Filtering Data
	Using multiple-level sorting
	• Custom sorting
	• Filtering data for selected view (AutoFilter)
	Using advanced filter options
Session 7	Working with templates and Managing Worksheets
	Naming and Moving Worksheets
	Copying Worksheets
	Adding, Deleting and Hiding Worksheets
	• Grouping Worksheets
	• Using templates for standardisation of worksheets
	Collaboration and Protecting Data
	• Inserting Hyperlinks
	• Sharing a Workbook
	• Track Changes
	• Accept/Reject Changes
	Protecting Workbooks
	Unlocking Cells
Session 8	Conditional Formatting
	Highlight Cells Rules
	• Top/Bottom Rules
	• Data Bars
	• Color Scales
	• Custom Formatting Rule
Session 9	Data Validations Director
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4	Abhahek Grover	09661101719		,	,		,		P		,		P	P	•	•	P	P	P	Р	P	P
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40 SHRUTI ARORA	35161121621	<u> </u>	P	•	•	P		•	P	-	P	-	P	-	P	-	P	•		P	-
141 SIRUTI RAWAT	04314721620	<u> </u>		•	-	•	•	P		-	,	P		,		,	•	•	P	P	p
142 SIRAHI MITTAL	35561188819	P	•		•	P_		,		P	P						,	P	P	P	0
14) SITURILAM GUPTA	10414701719				P_		P		,	P											
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159 TUSHAR AGARWAL	35261188819 P	•		<u>. </u>	<u> </u>			P				,	<u> </u>	,		0	,		P	P
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161 UDYAN MITTAL	04161183819 P	-	-	P			,		•	•		•	•			,		ļ		
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164 VASU KUMAR	02061121621		-		•	P	•	-	,		•	P	•			<u> </u>	•	P		+
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66 VINIT JAIN	044611ES819 P	-	•	-	•	•	•		•			-	-	-	-	•	P	0	,	P
67 VISIAL DUDAR	04261188819							,	•	-	P	P.R.	P	P	•		-	-	-	-
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YASH JAIN	03961183819 P	-	P		P	P	•	P	A	P		•	PA	•	P	P	P	P	P	P
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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

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Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Complete Report

Academic Session : 2021 -22

Programme : Skill Enhancement Certificate Course
Topic : Computer Applications in Economics

Date : 5th January-31st March 2022 Programme Head : Dr. Sanjay Kumar Mangla

Faculty Convener : Ms. Kamna Vaid Faculty Co- Convener : Ms. Nikita Jain

Total Hours : 30 Beneficiaries with number : 174

Number of Batches : 2 (90+84)

Time : 2:30 to 4:00 PM

Maharaja Agrasen Institute of Management Studies, Department of Economics under the aegis of IQAC started 30 hours Skill Enhancement Certificate Course on "Computer Applications in Economics". The course was designed for the 1st year undergraduate students of Department of Economics, MAIMS from January 2022.

Being in the era of online world, this course is designed to meet the industry requirements, which will help students to enhance their productivity and collaboration. This course will provide hands on training on Google Tools and Microsoft Office applications like Word, Excel and PowerPoint which is the most widely used computer software packages. These applications are important no matter what Industry one works in, these applications are going to be in use on regular basis.

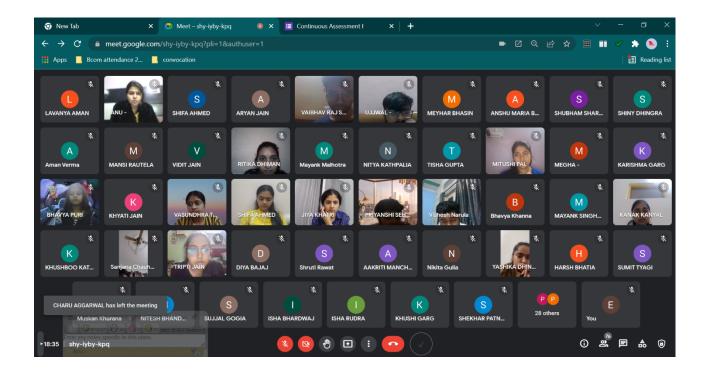
The certificate course was headed by Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics. The convener as well as resource person of the course was Ms. Kamna Vaid, Assistant Professor, Department of Economics. The co-convener as well as resource person of the course was Ms. Nikita Jain, Assistant Professor, Department of Economics. In total 55 students registered for the course and all the students successfully completed the course. Criteria of certification was threefold i.e., Attendance, Feedback form and Completion of examination consisting of objective and subjective questions at the end of course.

The course covered the hands-on training on various Google Tools, Google Forms, MS Excel, MS Word, and MS Power Point. Topics were chosen keeping in mind the requirements of the students in further studies and research. Such courses provide expert guidance to students & helps then in building their resume. It gives them an edge over others when it comes to working in the corporate world it helps the students in acquainting themselves with fundamentals of researchies of the corporate world in initiative goes

to Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics who worked under the able guidance of Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this course.

Three toppers of the Course:

Charu Aggarwal
 Lakshay Jindal
 Rishabh Jain
 01361121621
 09561101719
 10114701719







Sample Certificate:

Skill Enhancement Certificate Course Computer Applications in Economics 5th January-31st March 2022

Computer Application in Economics



This service

