



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





DEPARTMENT 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

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ISO 9001:2015 Certified Institution www.maims.ac.in

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

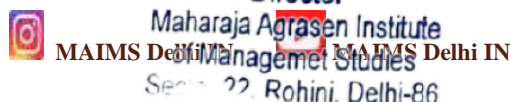
Office Phone: 8448186947

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

Highlights

- Fundamentals of Computer Applications in Economics
- Online Training on Google Tools, MS Excel, MS Word and MS PowerPoint via Gmeet

Register [HERE](#)



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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 Google Tools such as Google drive, Google Forms, Google Sites, Google Docs, Google Scholar and MS Office applications such as MS Excel, 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.


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Course Content

Session No.	Details of topics with sub topics
Session 1	Introduction to important Google tools and how to use them. <ul style="list-style-type: none"> • Google Drive • Google Docs • Google Translate
Session 2	Important Tools for a Researcher <ul style="list-style-type: none"> • Google Sites • Google Scholar
Session 3	Google Forms
Session 4	Introduction to MS Excel <ul style="list-style-type: none"> • Introduction to all the Ribbon Tabs. • Introduction to all keyboard short cut keys.
Session 5	Advanced Paste Special techniques <ul style="list-style-type: none"> • Paste Formulas • Paste Formats • Paste Validations • Transpose Tables Cell References <ul style="list-style-type: none"> • Relative, Absolute and Mixed Referencing
Session 6	Sorting and Filtering Data <ul style="list-style-type: none"> • Using multiple-level sorting • Custom sorting • Filtering data for selected view (AutoFilter) • Using advanced filter options
Session 7	Working with templates and Managing Worksheets <ul style="list-style-type: none"> • Naming and Moving Worksheets • Copying Worksheets • Adding, Deleting and Hiding Worksheets • Grouping Worksheets • Using templates for standardisation of worksheets Collaboration and Protecting Data <ul style="list-style-type: none"> • Inserting Hyperlinks • Sharing a Workbook • Track Changes • Accept/Reject Changes • Protecting Workbooks • Unlocking Cells
Session 8	Conditional Formatting <ul style="list-style-type: none"> • Highlight Cells Rules • Top/Bottom Rules • Data Bars • Color Scales • Custom Formatting Rule
Session 9	Data Validations <ul style="list-style-type: none"> • Specifying a valid range of values for a cell • Specifying a list of valid values for a cell • Specifying custom validations based on formula for a cell
Session 10	Conditional Logic <ul style="list-style-type: none"> • If Statement, Nested If

	<ul style="list-style-type: none"> • And, Or , Not • Sumif, Sumifs • AVERAGEIF, AVERAGEIFS • COUNTIF & COUNTIFS
Session 11	Assessment Test
Session 12	Lookup and reference functions and Formula Auditing <ul style="list-style-type: none"> • VLOOKUP • HLOOKUP • MATCH, INDEX • Trace cells • Watch and evaluate formulas
Session 13	Mathematical and Date functions
Session 14	Text functions & Statistical Functions
Session 15	Working with Reports <ul style="list-style-type: none"> • Creating subtotals • Multiple-level subtotals • Pivot tables • Pivot charts
Session 16	Charts <ul style="list-style-type: none"> • Chart Types • Update Charts • Formatting Charts • Using Slicers • Manage Primary and Secondary Axis
Session 17	What if analysis <ul style="list-style-type: none"> • Goal Seek • Data Tables • Scenario Manager • Solver Tool
Session 18	Working with MS Word <ul style="list-style-type: none"> • All tabs of MS Word • Formatting of documents
Session 19	Working with Pages on MS Word <ul style="list-style-type: none"> • Different layouts of a Word page • Settings of word page <ul style="list-style-type: none"> ○ Print settings of a page ○ Introduction ○ Page Orientation ○ Page Breaks ○ Print Area ○ Margins ○ Print Titles ○ Headers and Footers ○ Scaling • All the tabs related to page settings and views of a page
Session 20	Working with MS PowerPoint <ul style="list-style-type: none"> • Creating slides • Managing Sections • Editing & Formatting Presentations
Session 21	Working with Multimedia & Sharing Presentations in different formats
Session 22	Final Assessment Test



Registration Details

Last Date of Registration: December 31, 2021

Registration Fee: Rs. 300/-

Registration Link: <https://forms.gle/CkrnMtKnkDVxPdgg6>

**** UTR/Ref. No. & screenshot of payment to be uploaded for completing the registration**

Payment Modes:

Through Paytm/UPI: Account Holder's Name: Ms. Kshama Aggarwal

Mobile No: 9654730601

Patrons

- Prof. (Dr.) S.K Garg, Director General, MAIMS
- Prof. (Dr.) G.P Govil, Advisor, MATES
- Prof. (Dr.) Ravi K. Gupta, Director, MAIMS

Organizing Team & Resource Persons

- Dr. Sanjay Kumar Mangla, Associate Professor & Head, Department of Economics – **Program Head**
- Ms. Kamna Vaid, Assistant Professor, Department of Economics – **Convener**
- Ms. Nikita Jain, Assistant Professor, Department of Economics - **Co-Convener**

Contact Details: Ms. Kamna Vaid

Mobile: 9971100461

Email: economicsdata@mains.ac.in


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Value Added Course on: SKILL ENHANCEMENT CERTIFICATE COURSE ON 'COMPUTER APPLICATION IN ECONOMICS'
BATCH I

S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			5-1-22	10-1-22	14-1-22	17-1-22	21-1-22	24-1-22	28-1-22	31-1-22	2-2-22	7-2-22	11-2-22	14-2-22	21-2-22	4-3-22	7-3-22	14-3-22	21-3-22	23-3-22	28-3-22	30-3-22
1	Ankush Jain	04561180819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Abhay Pratap Singh	10461101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Abhinav Ghosh	04914702421	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Abhishek Grover	09661101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Aditya Bansal	10861101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Aditya Koushik	35414721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Aditya Mishra	03414702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Aditya Sharma	05414702421	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
9	Alakshita Jain	00461102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Aman Kumar Singh	10661101719	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
11	Amisha Dhatia	35514721621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Anamika Srivastav	00561102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Anandi Makhlaja	35314702421	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P
14	Ananya Arora	00661102420	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Ananya Sharda	35461180819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Ananya Sharma	01861121621	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P


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38	Disha Maheshwari	01961121621	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
39	Drobit	04814702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	Eshan Srivastava	01561102420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	Garv Chand	11114701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	Garvu Sahu	09814701719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
43	Gaurika Sharma	01661102420	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
44	Geetansh Sachdeva	01761188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	Govind Goel	35414702421	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
46	Hari Shankar T R	05314702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	Harsh Singhvi	09261101719	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P
48	Harshit Dogra	11061101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
49	Hirshita Kumari	09761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	Ishika Aggarwal	35161188819	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	Jas Gupta	10561101719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
52	Jackaran Khurana	09161101719	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	Kanishka Jain	01414702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	Karthik Krishna	01514702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	Kashika Khandelwal	09414701719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
56	Kashish Azora	35661188819	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
57	Kashish Garg	04614702421	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	Kashish Madan	01614702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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59	Kaushal Jan	09514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
60	Keshav Lakhta	10514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	Khush Madan	35461121621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
62	Khushu Chatteria	04214702421	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
63	Kushag Dvot	35561121621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	Lakshay Jindal	09561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	Lavanshu Teotia	01714702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
66	Lovjeet Kaur	35661121621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	Maanya Bhasin	35514702421	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
68	Madan Kumar	09114701719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	Madan Mohan Chaw	01161121621	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	Mahima Soni	08961101719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
71	Malvika Lal	03014721620	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	Manasi Gupta	03114702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	Manvi Goval	09014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	Mevank Singhal	03114721620	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
75	Meenal Singhal	01814702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
76	Mehar Singh	03314702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
77	Meyhar Bhasin	03214721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
78	Mohammad Ibrahim	09614701719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
79	Mouli Gulia	03314721620	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P


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BATCH II

BATCH II																						
		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
S. No	Name	Enrollment No.	6-1-22	11-1-22	15-1-22	18-1-22	22-1-22	25-1-22	29-1-22	1-2-22	5-2-22	8-2-22	12-2-22	15-2-22	22-2-22	5-3-22	8-3-22	15-3-22	22-3-22	24-3-22	29-3-22	31-3-22
91	PARAS MEHTA	02661121621	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	PARMINDER PARTAP SINGH	02314702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
93	PARTI BANSAL	10361101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
94	PARTI JALHOTRA	03861188819	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P
95	PARTI TALREJA	02414702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
96	PIALGUNI BHATIA	02314702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
97	PIRAHDEEN KAUR	02361121621	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
98	PRAGYA KIRIRANA	11014701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
99	PRAKHAR DWIVEDI	10714701719	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
100	PRAKSH RAWAT	02614702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
101	PRATUSSI SHARMA	02714702420	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
102	PREETI SHARMA	02814702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
103	PRIYA	02914702420	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
104	PRIYA	03014702420	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
105	PRIYAL KEDIA	03514702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
106	PRIYANKA GUPTA	03614702421	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
107	PRIYANSRU SHARMA	03414721620	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
108	PULKIT PACIERWAL	10914701719	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P


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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

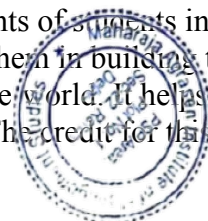
Maharaja Agrasen Institute of Management Studies, Department of Economics under the aegis of IQAC started 30 hours Skill Enhancement Certificate Course on “Computer Applications in Economics”. The course was designed for the 1st year undergraduate students of Department of Economics, MAIMS from January 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 students in further studies and research. Such courses provide expert guidance to students & helps them 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 research data analysis. The credit for this initiative goes

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



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:

1. Charu Aggarwal 01361121621
2. Lakshay Jindal 09561101719
3. Rishabh Jain 10114701719



[Signature]
Director
 Maharaja Agrasen Institute
 of Management Studies
 Sector - 22, Rohini, Delhi-86



Sample Certificate:

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




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

