

# 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 Course on Business Applications of MS-Word

#### Nov 17-Jan 2018

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# Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)
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

# SKILL ENHANCEMENT CERTIFICATE COURSE BUSINESS APPLICATIONS OF MS WORD

November 2017 – January 2018 3.00 PM – 4.30 PM

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

# **Course Highlights:**

- 20 hours training on various MS Word functions
- Detailed learning on each tab of word document ribbon
- Basics to MS Word
- Introduction to MS Word Pro

Director

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of Managemet Studies
Sec. 22 Rohini, Delhi-86



# **Course Description**

- Course Name: "Business Applications of MS Word"
- 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: Monday, 20th November 2017

#### **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.

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# **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 10 <sup>th</sup> November 2017	₹1200/-	₹150/-
After 10 <sup>th</sup> November 2017	₹1500/-	₹200/-

- 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.

# **Bank Account / Paytm Details for Payment**

Through IMPS	S / NEFT	Through Payt	m / UPI	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	Account Holder's Name	Maharaja Agrasen Institute o Management Studies/ Anil Kumar	f
<b>Bank Name</b>	Union Bank of India	Mob. No.	8448186940	
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# **Chief Coordinator**

Prof. (Dr.) Vijay Kr. Khurana

# **Resource Persons**

- Dr. Sangeeta Rawal, Convener (Assistant Professor, 8826020000)
- Ms. Rashi Aggarwal, Co-convener (Assistant Professor, 7838511161)
- Dr. Deepak Dagar (Assistant Professor, 9311433901)
- Dr. Sushila Gupta (Assistant Professor, 8510028666)

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#### Value Added Course on: Business Applications of MS Word

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Director
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Sector-22, Rohini, Delhi-86



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# Value Added Course on: Business Applications of MS Word

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# Value Added Course on: Business Applications of MS Word

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#### Skill Enhancement Certificate Course "Business Applications of MS Word"

Academic Year: 2017-18 Course Duration: 20 November 2017 – 31 January 2018

**Total Participants: 150 (Three Batches)** 

**Mode: Offline** 

Venue: Lab 1 for Batch 1 and 2 and Lab 2 for Batch 3

Time: 3:00 PM-4:30 PM

#### **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 indepth 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.

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 member. 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. Session 1 was taken by Ms. Rashi Aggarwal, Session 2 by Dr. Sushila Gupta, Session 3 was taken by Dr. Sangeeta Rawal, and Session 4 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 150 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

Director

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The List of toppers of the course are

- 1. Preeti 02714712417
- 2. Sahil Verma 03214712417
- 3. Anshul Jain 42114701716

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.

Dr. Sangeeta Rawal, Assistant Professor

Convenor

Director

Maharaja Agrasen Institute
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Sec. 22. Rohini, Delhi-86



#### **Sample Certificate:**

#### Skill Enhancement Certificate Course "Business Applications of MS Word" November 2017 – January 2018



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