

# 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 Work Smarter with Ms Power Point

#### September – November 2018

Index

S.no	Content	Page no.
1	Brochure-Course Curriculum	4
2	Assessment Procedure	6
3	Participants cum Attendance list	7-10
4	Report with course outcome	11-12
5	Sample Certificate	13

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





# MAIMS SKILL ENHANCEMENT CERTIFICATE COURSE WORK SMARTER WITH MS POWERPOINT ..... SEPTEMBER 2018– NOVEMBER 2018 2.30 PM – 4.00 PM Date of Commencement: 17 September 2018



POWERPOINT

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

#### **Course Highlights:**

- 20 hours training on various MS PowerPoint functions
- Detailed learning on each tab of PowerPoint ribbon
- Basics to MS PowerPoint
- Special tips to make PowerPoint presentations professional and interactive

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



### About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

### About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) and BBALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

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## **Course Description**

# • Course Name: "Work Smarter with MS PowerPoint"

• **Course Objectives:** This MS PowerPoint certificate course has been designed to introduce students to the basic commands, functions, and capabilities of Microsoft PowerPoint used in business and professions. This course will help students to understand and utilize the various functions of MS PowerPoint 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 PowerPoint features covered during the course.

• Commencement Date: 17<sup>th</sup> September 2018

	Contents of the Course
<b>Lecture</b>	<u>Topics</u>
No.	
1-2	Beyond the Basics
3-4	Quick Browse of the Presentation View
5-6	Using Outline View
7-8	Using Slide View
9-10	Handling Text
11-12	Using Slide Masters
13-14	Drawing Masters
15-16	Printing Your Slide and Setting Slide Show
17-18	Effective and Interactive Presentation Skills
19	<b>Practicing Effective Presentation Skills – Group Assignment</b>
20	Revision and Q & A
	Total No. of Lectures : 20

Total No. of Lectures : 20

## Who can attend?

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

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# **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 15 <sup>th</sup> September 2018	₹1000/-	₹150/-
After 15 <sup>th</sup> September 2018	₹1200/-	₹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 of Management Studies/ Anil Kumar
Bank Name	Union Bank of India	Mob. No.	8448186940
Bank Account	394502010059876		
Account Type	Savings Account		
IFSC / NEFT	UBIN0560421		
* UTR/Ref. No registration fe	& Screenshot of payment to b orm	e uploaded for	completing the





# **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.

### **Chief Coordinator**

Prof. (Dr.) Vijay Kr. Khurana

## **Resource Persons**

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

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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 Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Tel. Office: 8448186947, 8448186950 <u>www.maims.ac.in</u>

#### Skill Enhancement Certificate Course "WORK SMARTER WITH MS POWERPOINT" September 2018 – November 2018

#### REPORT

MS PowerPoint is one of the most widely used presentation applications to present all information and business ideas, proposals, and other business communications across the various commercial, business, and domestic activities of human life. Its 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 and future reference. 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 PowerPoint used in business and various professional purposes. The course focused on in-depth coverage and teaching various tabs on the Microsoft PowerPoint 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 15th September 2018. The classes began from 17th September 2018 which ended on 30th November 2018. 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. 120 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. Sessions were taken by Ms. Rashi Aggarwal, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms Neetu Aggarwal and 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.

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





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Top three positions were occupied by following students:

- 1. ARNAV GAUTAM 1514701718
- 2. SATVIK MITTAL 8014701718
- 3. MAYANK BANSAL 5514701716

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



### Sample Certificate:

#### Skill Enhancement Course on "Work Smarter with Ms Powerpoint"

September 2018 - November 2018

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Affiliated to GGSIP University	ISO 9001: 2015 Certified Institution 22, Rohini, Delhi - 110086, INDIA
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