

Semester VII

DISCIPLINE SPECIFIC CORE COURSE – DSC-7.1

Artificial Intelligence Tools for Office Management – I

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course Title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Artificial Intelligence Tools for Office Management – I DSC-7.1	4	1	0	3	Pass in Class XII	NIL

Learning Objectives

The objective of this course is to provide an understanding of Artificial Intelligence (AI) tools and its applicability in performing day-to-day operations in modern office efficiently.

Learning Outcomes

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

1. Explain the basic concepts of AI and related concepts.
2. Understand and apply AI tools for word processing activities.
3. Apply AI tools for making better presentations efficiently and quickly.
4. Use features of Cloud solutions for performing day-to-day office operations.

SYLLABUS OF DSC-7.1

Unit 1: Introduction

8 hours

Introduction to Artificial Intelligence (AI), Foundation of AI, Need of AI, Applications of AI, Impact of AI on business organizations and management. Advantages of AI and Challenges of AI. Future of AI. Key components of AI. Need for AI tools.

Unit 2: Knowledge and Intelligence

15 hours

Knowledge-based systems and Expert systems, Strong vs Weak AI. Supervised vs Unsupervised Learning. Machine Learning, Deep Learning, Reinforcement Learning.

Google Docs: Create a word document using Google Docs. Demonstrate formatting options, Insert: table, image, templates. Share the document using link, Email the document, Download.

Google Slides: Create a presentation using Google Slides. Demonstrate formatting options, Insert: table, image, shapes, diagrams. Templates, Slide transitions. Share the presentation using link, Email, Download.

Google Sheets: Create a spreadsheet using Google Sheets, Insert filter, chart, Pivot table, image. Sort the data. Use In-built functions. Share the spreadsheet using link, Email, Download.

Unit 3: AI for Word Processing

11 hours

Grammarly: Sign up/Sign in, Grammarly dashboard, Settings: New document, Upload a file, Download, Print. Review suggestions, Write with generative AI, Check for AI text and Plagiarism.

Type.ai: Sign up/Sign in, Generate a draft using a prompt/query, Generate a draft by uploading another word document, Generate a draft by using template. Content Ideas, Review document.

Create documents and explore suggestions using these tools: Leave Application, Tender Notice, Minutes of a General Body meeting.

Unit 4: AI tools for Presentation

11 hours

Gamma: Sign up/Sign in, Generate a presentation using AI and by providing descriptive text, review the AI-generated content for the slides, Export the presentation.

Slidesgo: Sign up/Sign in, Generate a presentation using a descriptive prompt for the presentation, review the AI-generated content for the slides, Select a theme for the presentation, download. Explore other options available: AI Quiz Maker, AI Lesson Plan Generator.

Create presentations and explore suggestions using these tools: Health and Nourishment, Indian Cinema, Innovation in Education, etc.

Practical Exercises:

The learners are required to do practical exercise from unit 3, 4 & 5.

Suggested Readings:

1. John Paul Mueller & Luca Massaron (2018). "*Artificial Intelligence for Dummies*" Wiley
2. Peter Norvig & Stuart Russell (2009). "*Artificial Intelligence: A Modern Approach*" Pearson.
3. Grammarly: <https://www.grammarly.com/>
4. Type.ai: <https://type.ai/>
5. Gamma: <https://gamma.app/>
6. Slidesgo: <https://slidesgo.com/>

Notes:

1. Suggested readings shall be updated and uploaded on the college website from time to time.
2. Examination scheme and mode shall be as prescribed by the Examination branch, University of Delhi from time to time.