

COURSE TITLE	OFFICE PRODUCTIVITY WITH AI
COURSE CODE	04GB0107
COURSE CREDITS	2

Course Outcomes: After completion of this course, student will be able to:

- 1 Understand the core concepts of computers, including hardware and software components, alongside AI integration into word processing.
- 2 Develop skills in navigating Microsoft Word, utilizing formatting tools, and employing AI features for efficient document editing.
- 3 Gain proficiency in Excel basics, including workbook management, while employing AI-powered functions for data analysis and manipulation.
- 4 Learn advanced PowerPoint techniques, including multimedia integration and AI-enhanced presentations, to create impactful slideshows.
- 5 Prepare for efficient workplace tasks and collaborations by mastering AI tools for document management, data analysis, and presentation design.

Pre-requisite of course:N/A

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
2	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Computer Fundamental in MS WORD and Working with AI Creating word documents, Quick toolbar, Title bar, menu bar ribbon, ruler, status bar, scroll bar uses, Overview of Home Menu Cut Copy paste command with documents and picture, Editing word documents with Formatting tools, Overview of Insert Menu and Working with tables using AI, Overview of Design and Page Layout Menu using AI, MS Word Advanced Features: formatting, viewing, and printing a document, Practice for letters and application writing using AI, AI-Workspace/lab space signup, Google Doc, AI-Magic Pencil, AI language converter, AI Image converter into text.	15

Contents : Unit	Topics	Contact Hours
2	Based on AI tools-Working with Excel and Working with MS Power Point Introduction To Excel - Concept of Workbook & AI Workspace – Worksheet/ Goggle-worksheet, Overview of file, home Menu (text type), Overview of Insert Menu (table and chart) and Bars & Menu., Mathematical Round, ceil using AI, floor, fact, subtotal, sum, sumif, Statistical using AI- Min, max, average, count if, Table and Query making with formula, LOOKUP & VLOOKUP/ Conditional Formatting using AI.	15
Total Hours		30

Textbook :

- 1 Computer Fundamentals, Anita Goel and Ajay Mittal, Pearson Education, 2023
- 2 Microsoft Office 365 & Office 2019: Introductory, David W. Beskeen, Cengage Learning, 2023

References:

- 1 Introduction to Artificial Intelligence, Introduction to Artificial Intelligence, Philip C. Jackson, Chapman and Hall/CRC, 2019

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
20.00	30.00	25.00	15.00	10.00	0.00