



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
NAAC Accredited with Grade "A++"
Recognized by Bar Council of India; ISO 9001:2015 Certified Institute
Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, INDIA
www.maims.ac.in



DEPARTMENT OF COMMERCE

Email: hodcommerce@maims.ac.in Prof. (Dr.) Manju Gupta
Head, Department Commerce

6th December 2024

Value added course

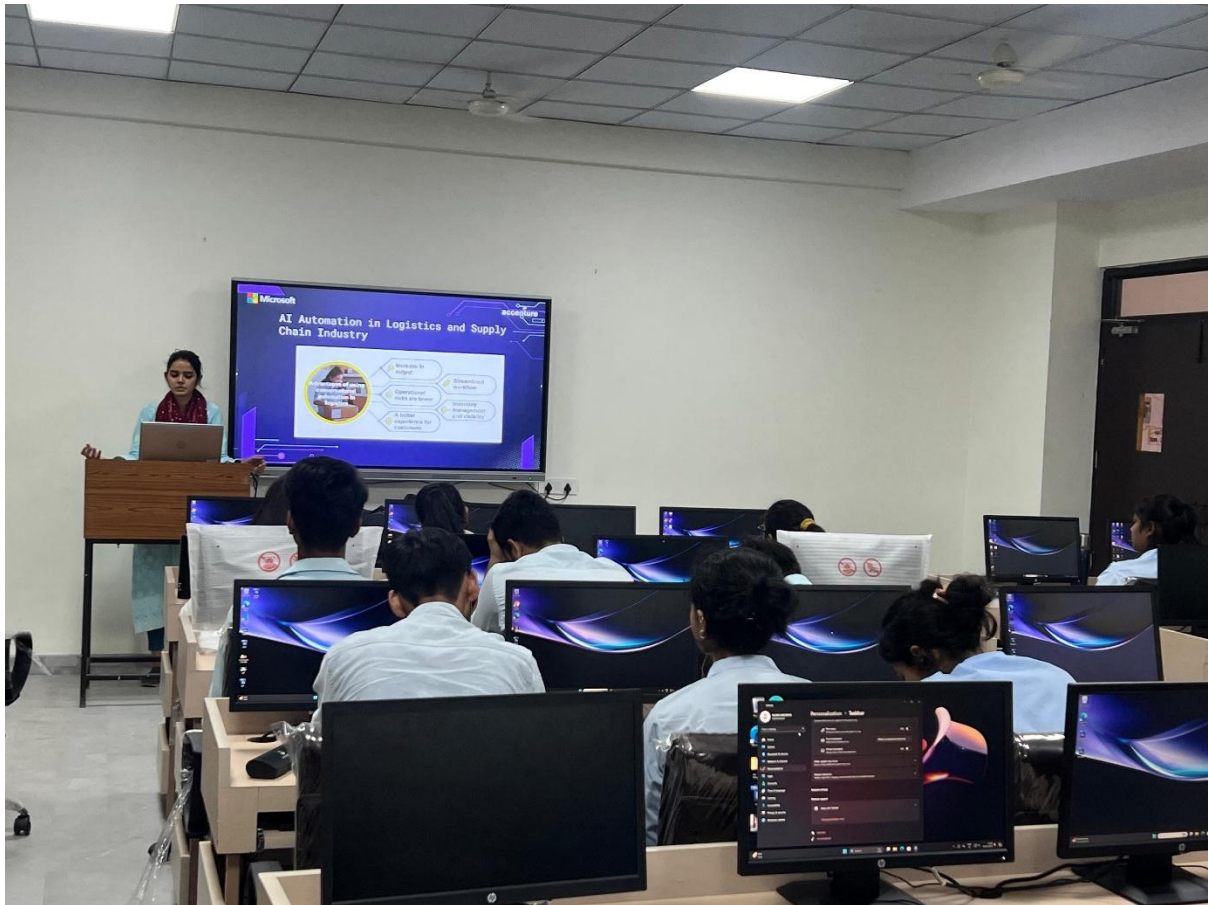
on

"Fluency in AI"

Academic Year: 2024-2025

The Value Added Course – "Fluency in AI", An AI training program by Sambhav Foundation supported by Accenture and Microsoft India organised by Department of Commerce and Department of BA(JMC) , was conducted from 23rd September to 5th December 2024, spanning a total duration of 101.5 hours. The program was designed to provide students with a strong foundation in artificial intelligence and essential workplace skills. The training was conducted physically in the institute's lab, ensuring an interactive and hands-on learning experience. The course was attended by students pursuing Bachelors of Commerce and Bachelors of Journalism and Mass Communication at Maharaja Agrasen Institute of Management Studies, GGSIPU.

The sessions were led by experienced AI trainers Mr. Wasiuddin and Ms. Deepshikha, while Mr. Sunil Ahirwar served as the batch in charge.



The resource persons, with over two years of expertise as Data Analysts and Business Analysts, brought valuable industry experience to the classroom. Their proficiency in data analysis, visualization, and process optimization, along with their knowledge of tools such as Excel, Tableau, ETL, Power Query, Power BI, MySQL, and Python, enabled students to grasp complex AI concepts effectively.

AI Fluency Modules 60 hrs						
Module ID	Module Name	VC/F2F	F2F	SL	Projects*	Total
INT100	Introduction to the course	0	1	0	0	1
AIF101	All About AI	3	4	1	2	10
AIF102	Using ChatGPT I	2	5	1	2	10
AIF103	Using ChatGPT II	2	5	1	2	10
AIF104	Use of AI in MS Word, Excel, and PowerPoint	3	4	1	2	10
AIF105	AI Tools for Design	2	5	1	2	10
AIF106	Other AI tools and AI for Social Good	3	4	1	2	10
	Total	15	28	6	12	61
Workplace Skills Modules 40 hrs						
Module ID	Module Name	VC/F2F	F2F	SL	Projects	Total
DIG100	Being Digitally Smart - Basics of a computer	0	4	0.5	2	6.5
DIG108	MS Word	2	4	0.5	2	8.5
DIG110	MS Excel	2	6	0.5	2	10.5
DIG117	Data Confidentiality	4	0	0.5	2	6.5
COM101	Communication Skills	2	4	0.5	2	8.5
	Total	10	18	2.5	10	40.5
Total Duration		101.5				

The curriculum was divided into two main segments: **AI Fluency Modules**, which covered the fundamentals of artificial intelligence, ChatGPT, AI-driven design tools, and Microsoft Office AI features, and **Workplace Skills Modules**, which focused on digital literacy, MS Office tools, data confidentiality, and communication skills. A structured learning approach

was followed, incorporating virtual classes, face-to-face sessions, self-learning components, and practical projects. The assessment criteria mandated a minimum of 90% attendance for students to be eligible for evaluations.



Throughout the course, students gained hands-on experience with a variety of **AI tools**, including ChatGPT, QuillBot, Bing Image Creator, Canva, Microsoft Office AI Features, Turbologo, Business Name Generator, SlidesGo, Grammarly, Copy.ai, Microsoft Designer, Invideo, Beatoven, ExcelllyAI, Simplified, and Durable. The program incorporated a well-defined evaluation process, consisting of four formative assessments conducted every Friday and a summative assessment at the end of the course. A total of 41 students successfully cleared the assessments and were awarded certificates, recognizing their proficiency in AI applications.



The program was successfully conducted under the leadership of Prof. (Dr.) Manju Gupta, Head of the Department of Commerce, and Dr. Umesh C. Pathak, Head of the Department of BA(JMC). The efforts of the convenors, Dr. Kamal Gupta, Ms. Shefali Ahuja, and Ms. Simran Sharma, played a crucial role in ensuring smooth execution and student engagement. The initiative not only enhanced the technical capabilities of students but also bridged the gap between academic learning and industry requirements. With expert guidance, practical projects, and exposure to cutting-edge AI tools, the program empowered students with the knowledge and skills needed to navigate the evolving job market confidently. The collaboration between MAIMS, Sambhav Foundation, Accenture, and Microsoft India was instrumental in the success of the course, fostering an environment of learning and innovation.

