



# REPORT ON ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

(Offline)

**Start Date:** 23 January, 2024

**Event Name:** Fundamental Course in Artificial Intelligence and Machine Learning

**Centre/Society/Department:** Centre for Skill Development (CSD), Shyam Lal College, University of Delhi

**Program Convenor/Coordinator:** Dr. Kavita Arora (Convenor, CSD, SLC)

**Resource Person:** National Institute of Electronics & Information Technology (NIELIT), Delhi

**Collaborations:** National Institute of Electronics & Information Technology (NIELIT)

The academic session 2023-24 at Shyam Lal College marked a significant advancement in skill development with the introduction of the Artificial Intelligence and Machine Learning course from both online and offline mode. The course was conducted between February and May, alongside three other short-term courses, highlighting the institution's commitment to providing cutting-edge education in emerging fields.

This course was designed to equip students with foundational and advanced knowledge in AI and ML, preparing them to excel in a technology-driven world. The curriculum covered key concepts such as data analysis, neural networks, deep learning, and practical applications of AI and ML in various industries. The structured program ensured that students gained both theoretical understanding and hands-on experience, making them proficient in these transformative technologies.

The course received an enthusiastic response, with a significant number of students enrolling to enhance their technical skills and career prospects. The overwhelming participation reflects the growing awareness of the importance of AI and ML in modern careers and the eagerness of students to stay ahead in the competitive job market.

By offering this course, Shyam Lal College has reinforced its role as a pioneer in skill development and its commitment to providing students with the tools necessary to thrive in an increasingly digital and automated world.



## **Course Curriculum**

### **Fundamental course in Office Automation**

**Duration (In Hours):** 30 Hours/3Weeks (@ 2 hours Daily)

#### **Course contents:**

#### **Unit 1: Using Word Processing Tools**

Word processing concepts, Editing, designing and layout. Working with References, using Proofing tools, Creating Table of Contents & Drafting letters Using Mail Merge

#### **Unit 2: Working with Spreadsheet Package**

Spreadsheet concepts, Using Spreadsheet for creating Data, Designing Charts, Handling operators in Formulae, functions: Mathematical, Logical, Text, financial, Date and Time functions, Using Function Wizard.

Advanced Tools: Using Pivot tables and Pivot Charts, Validation Tools, Sorting & Advance filtering Tools

#### **Unit 3: Designing using Presentation Package**

Creating & Designing Presentations, Creating the look of your presentation for target Audience, working with different views, Working with Transition and Animation effects, making notes pages and handouts, Drawing and working with objects, Designing & Presenting a slide show, Printing Presentations.



SLC (UNIVERSITY OF DELHI)  
**SHYAM LAL COLLEGE**  
CENTRE FOR SKILL DEVELOPMENT

Presents  
**ADD ON COURSES**  
In Collaboration with

**National Institute of Electronics and Information Technology**  
Autonomous Scientific Society Of Ministry of Electronics and Information  
Technology (MeitY), Government of India.

**ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING**      **DIGITAL AND SOCIAL MEDIA MARKETING**

**Eligibility: 10+2**      **OFFICE AUTOMATION**

**30 Hrs ✓ 2 Months**

**REGISTRATION OPEN FOR ALL**

For Detailed Guidelines of All Courses -  
<https://bit.ly/Detailedguidelines2023-24>

**SCAN QR**

**Faculty Team :** Dr. Gayatri Chaturvedi, Dr. Komilla Suri, Dr. Kinshuk Majumdar, Mr. Parveen Kumar, Dr. Rajni Arora, Ms. Sonia Mudel, Mr. Yogesh

**Student Team :** Prabhu, Deepanshu, Anand, Pallavi, Chandra Mohan, Shubham, Somya, Megha, Aditi, Abhishree, Abhinav, Gautam, Vivek, Ritik, Shaamil

**Prof. Kavita Arora**  
( Convenor, CSD )

**Prof. Rabi Narayan Kar**  
( Principal, SLC )

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