

APPLIED AI & DIGITAL SKILLS CERTIFICATION PROGRAM

Prerequisite: Basic English Understanding; Familiarity with MS Office

Course Overview

This course is designed to introduce students to Artificial Intelligence in a fun, interactive, and practical way. Students will learn about what is AI, Python Coding for AI, ChatGPT and other AI tools for Office, school projects, creativity, productivity, and responsible digital usage.

What student will Learn

- How Artificial Intelligence Work, ChatGPT & Smart Prompt Writing
- AI for School Projects & Assignment, MS Word, Excel & PowerPoint with AI
- AI Image & Creative Content Creation, Smart Study Planning & Productivity
- Cyber Safety & Responsible AI Usage

Module 1: AI Foundations (3–4 Sessions)

- What is Artificial Intelligence?
- AI vs Human Intelligence
- AI in Daily Life (Search engines, Recommendations, Smart Assistants)
- Introduction to Machine Learning (Basic Concept)

Module 2: Logic Building Through Python (8–10 Sessions)

- Why Programming, Introduction to Python, Installation and using IDLE
- Variables and Data Types
- If-Then Conditions & Simple Algorithms, Logical Operators
- Real-life logic building problems (Small decision problems)
- Iterative Statements (Loops)
 - While and For Loop,
 - Nesting of Loops
 - Control Statements (Break, Continue, Pass)
- List and basic data handling
 - Indexing and Slicing
 - Using loop with list
- Functions and libraries
 - Use readymade libraries like random, math etc
 - Create your own libraries
- Working with strings

Module 3: ChatGPT & Prompt Engineering (7-8 Sessions)

- Introduction to ChatGPT, What is a Prompt?
- Types of Prompts (Short, Detailed, Role-based)
- Creative Writing using AI (Stories, Poems, Essays)
- School Project Assistance using AI
- Writing Professional Emails (Basic Level)
- Creating Simple Resume using AI

Module 4: AI for Productivity (2-3 Sessions)

- Using ChatGPT with Excel (Formulas & Basic Analysis)
- Drafting Letters & Reports in MS Word
- Creating PowerPoint Slides using AI
- Study Planner & Timetable Creation
- Quiz and Worksheet Generator using AI

Module 5: AI Creativity & Tools (1-2 Sessions)

- AI Image Generation using Structured Prompts
- Comic Story Creation using AI, YouTube Script Writing using AI
- YouTube Thumbnail creation using AI, Mini Project Development

Module 6: Final Project & Certification (2 Sessions)

- Final Project Submission and doubt discussion

Module 7: Cyber Safety & Responsible AI Usage (1-2 Sessions)

- Do not share personal information online
- Understanding AI limitations, Avoiding plagiarism & misinformation
- Identifying fake news & deepfakes, Safe and ethical use of AI tools

➔ Bonus: Working with Other AI tools like Goolge Gemini, Meta AI, Perplexity etc

Why Student Choose This Program

- ✓ Builds Logical & Creative Thinking ✓ Improves Communication Skills
- ✓ Boosts Academic Performance ✓ Develops Future-Ready Digital Skills
- ✓ Enhances Confidence & Presentation Skills

Duration: 22- 25 Classes X 1.5-2 Hrs (2 Months X Alternate Days) **OR** (1 Month X 6 Days/week)

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