



ChatGPT & AI Tools Certification

(ChatGPT & Prompt Writing)

Prerequisite: Basic English Understanding; Familiarity with MS Office

Duration: 1 Month

Course Overview

This course is designed to help students, professionals, and business owners effectively use ChatGPT and AI tools for productivity, content creation, automation, and career growth.

Module 1: Introduction to ChatGPT

- What is ChatGPT and how it works, Versions and features (Free vs Plus)
- Applications in education, business, and daily life

Module 2: Prompt Engineering Basics

- What is a prompt, How to write effective prompts, Examples: short, detailed, and role-based prompts

Module 3: Content Creation Using ChatGPT

- Writing blogs, essays, and captions, Summarizing and rewriting content
- Writing Professional E-mails, Creating Professional Resume
- Generating ideas and creative writing

Module 4: ChatGPT for Office Productivity

- Using ChatGPT with Excel formulas and analysis
- Drafting letters and reports in Word, Creating PowerPoint slides and scripts with AI

Module 5: ChatGPT in Business & Freelancing

- Creating marketing content and product descriptions
- Writing emails and proposals, Using ChatGPT for research and data insights

Module 6: Automation Tools

- Overview of Zapier, Notion, and Google Workspace integration
- Creating smart workflows using AI

Module 7: Ethics & Responsible AI Use

- Understanding AI limits, Avoiding plagiarism and misinformation, Safe and ethical AI practices

Module 8: Projects & Assessments

- Real-world ChatGPT tasks (Excel + Content + Automation)
- Mini project submission and feedback, Creating Professional Resume, Applications using AI

Module 9: AI Image Generation

- • Creating AI-generated images using effective and well-structured prompts

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

ADD: **PLOT No. 8, VAISHALI ENCLAVE, METRO ROAD, PITAMPURA, DELHI-110034**

(NEAR GULAB SWEETS, OPP: METRO PILLAR NO. 350)

Website: www.niceitservices.com Ph: 9873459848, 7838152268