

Name of the course: AI Fluency					
Duration: 100 hrs					
Sector:					
Modes	Duration	Percentage		Duration	Percentage
VC/ F2F	25	25%	Theory	33.5	33%
SL	8.5	8%			
F2F	46	45%	Practical	68	67%
Projects	22	22%			
Total Duartion of Course (Hrs)	101.5				
Formative Assessment	6				

Mode	Duration	Module ID	Module Name	Topics	LOs	NOS
F2F	1	INT100	Introduction to the course	Brief outline about the course Introducing the trainer and participants Filling forms- Readiness form, Aspiration form, Aptitude form	Explain the objectives and timeline of the course Explain the different modes of learning (Self/F2F/OJT) Explain the assessment criteria for the course Getting to know your peers and your facilitator Fill out the forms- Readiness form, Aspiration form, Aptitude form	LN
Filling Forms	2	SAHI100	Portfolio building for digilocker	Register & Login to the SAHI App Introduction on how to navigate SAHI (Job aadhar, skilling, jobs) Introduction on how to update the job aadhar Practical session (VC) on filling up the job aadhar: General, Work, Education, Language, Interests, Key Info, Family Details, Documents, Training History, SAHI Emp History, Download your resume How to search and apply for jobs in SAHI: Job details, Job search, Applying for a job, Job Application Status Introduction on how to attend a VC Introduction on how to attend the VC sessions, SL and FA in SAHI	Explain the steps to register and login to the SAHI App Describe the process on how to navigate SAHI Demonstrate on how to fill out the Job Aadhar: General, Work, Education, Language, Interests, Key Info, Family Details, Documents, Training History, SAHI Emp History Download your resume Explain the steps to find a job using SAHI application Demonstrate the process of job search and job application using SAHI app Demonstrate how to check the status of application Explain the procedures of attending VC sessions, SL and FA in SAHI	LN
F2F	4	DIG100	Being Digitally Smart - Basics of a computer	Basics of a computer - how to switch it on, switch it off, Open Applications, Typing with speed and accuracy, How to improve your typing?	Practice the basics of a computer Examine the various parts of a computer Implement the basic operations of a computer Demonstrate the ability to use a computer with speed and accuracy	LN
SL	0.5	DIG100	Being Digitally Smart - Basics of a computer	Basics of a computer - how to switch it on, switch it off, Open Applications, Typing with speed and accuracy, How to improve your typing?	Explain the basics of a computer Describe the various parts of a computer Illustrate the basic operations of a computer Demonstrate the ability to use a computer with speed and accuracy	LN
Project	2	DIG100	Being Digitally Smart - Basics of a computer	Basics of a computer - how to switch it on, switch it off, Open Applications, Typing with speed and accuracy, How to improve your typing?	Apply the basics of a computer Analyse the various parts of a computer Practice the basic operations of a computer Demonstrate the ability to use a computer with speed and accuracy	LN
F2F/VC	3	AIF101	All About AI	Origins of AI: From Turing to Neural Networks Major Milestones in AI: From Logic Theorist to AlphaGo Evolution of AI: Expert Systems to Deep Learning Significance of AI in Modern Technology and Society: - AI Revolution: Impact on Industries and Economies - AI Ethics: Balancing Innovation with Responsibility - AI and the Future: Opportunities and Challenges Ahead AI Safety: Addressing Fear and Uncertainty Separating Fact from Fiction: Understanding AI's True Potential	Define and describe the history and development of artificial intelligence comprehensively. Discuss and explain the significance of AI in modern technology and society. Identify, recognise, and clarify common misconceptions and myths surrounding AI. Discuss and list real-world applications of AI in everyday life and various industries. Describe and discuss the differences between AI systems like ChatGPT and traditional search engines. Explain and classify the distinctions between generative AI like ChatGPT and traditional AI systems. Discuss and report on the effects of AI on the job market and employment landscape.	
F2F	4	AIF101	All About AI	AI in Healthcare: From Diagnostics to Treatment AI in Finance: Revolutionizing Banking and Investment AI in Transportation: Driving the Future of Mobility Understanding the Distinctions Between Generative AI like ChatGPT and Traditional AI Systems AI and Employment Trends: Automation, Augmentation, and New Opportunities Reskilling and Upskilling: Adapting to AI in the Workplace Job Market Dynamics: Navigating AI's Impact on Careers and Industries	Demonstrate a comprehensive understanding of the history and development of artificial intelligence. Practice appreciation of the significance of AI in modern technology and society. Identify, clarify, and analyse common misconceptions and myths surrounding AI. Apply insight into real-world applications of AI in everyday life and various industries. Execute an understanding of the differences between AI systems like ChatGPT and traditional search engines. Analyse and examine the distinctions between generative AI like ChatGPT and traditional AI systems. Design, construct, and develop insight into the effects of AI on the job market and employment landscape.	
SL	1	AIF101	All About AI	Origins of AI: From Turing to Neural Networks Major Milestones in AI: From Logic Theorist to AlphaGo Evolution of AI: Expert Systems to Deep Learning Significance of AI in Modern Technology and Society: - AI Revolution: Impact on Industries and Economies - AI Ethics: Balancing Innovation with Responsibility - AI and the Future: Opportunities and Challenges Ahead AI Safety: Addressing Fear and Uncertainty Separating Fact from Fiction: Understanding AI's True Potential	Define and describe the history and development of artificial intelligence comprehensively. Discuss and explain the significance of AI in modern technology and society. Identify, recognise, and clarify common misconceptions and myths surrounding AI. Discuss and list real-world applications of AI in everyday life and various industries. Describe and discuss the differences between AI systems like ChatGPT and traditional search engines. Explain and classify the distinctions between generative AI like ChatGPT and traditional AI systems. Discuss and report on the effects of AI on the job market and employment landscape.	
Project	2	AIF101	All About AI	AI in Healthcare: From Diagnostics to Treatment AI in Finance: Revolutionizing Banking and Investment AI in Transportation: Driving the Future of Mobility Understanding the Distinctions Between Generative AI like ChatGPT and Traditional AI Systems AI and Employment Trends: Automation, Augmentation, and New Opportunities Reskilling and Upskilling: Adapting to AI in the Workplace Job Market Dynamics: Navigating AI's Impact on Careers and Industries	Demonstrate a comprehensive understanding of the history and development of artificial intelligence. Practice appreciation of the significance of AI in modern technology and society. Identify, clarify, and analyse common misconceptions and myths surrounding AI. Apply insight into real-world applications of AI in everyday life and various industries. Execute an understanding of the differences between AI systems like ChatGPT and traditional search engines. Analyse and examine the distinctions between generative AI like ChatGPT and traditional AI systems. Design, construct, and develop insight into the effects of AI on the job market and employment landscape.	

F2F/VC	2	AIF102	Using ChatGPT I	<p>ChatGPT for Content Creation: Writing, Summarizing, and Paraphrasing</p> <p>ChatGPT for Communication: Email Writing and Response Generation</p> <p>ChatGPT for Creativity: Generating Poems, Stories, and Ideas</p> <p>Using ChatGPT for Multilingual Communication and Translation</p> <p>Debugging Code and Finding Solutions to Programming Problems</p> <p>Getting Coding Insights and Tips from ChatGPT</p> <p>Getting Exam Tips and Strategies from ChatGPT</p> <p>Improving Assignment Quality with ChatGPT's Assistance</p> <p>Collaborating on Creative Projects and Content Creation with ChatGPT</p>	<p>Discuss and explain mastery of prompt writing best practices for high-quality results.</p> <p>Utilize ChatGPT for educational purposes, including explanations, syllabus understanding, exam preparation, book references, and assignment review.</p> <p>Demonstrate proficiency in using ChatGPT for tasks such as generating content, writing emails, creating poems, and more.</p> <p>Ability to leverage ChatGPT to outline and structure assignments effectively.</p> <p>Skill in using ChatGPT to seek solutions and insights for complex questions.</p> <p>Define and describe content planning and outlining for assignments and reports.</p> <p>Discuss and explain efficient language translation for documents and text.</p> <p>Describe and discuss concept clarification and explanations on complex topics.</p> <p>Identify and discuss problem-solving, both technical and non-technical, with ChatGPT's assistance.</p> <p>List and discuss interview practice, including common questions and answers.</p> <p>Recognise and discuss gaining coding and programming insights from ChatGPT.</p> <p>List and discuss generating potential project topics for research.</p> <p>Identify and discuss brainstorming event ideas and concepts.</p> <p>Discuss and explain creative content creation, such as writing songs and scripts, with ChatGPT's support.</p>
F2F	5	AIF102	Using ChatGPT I	<p>Introduction to ChatGPT: How It Works and What It Can Do</p> <p>Advanced Applications Using ChatGPT</p> <p>The Scope of ChatGPT: What It Can and Cannot Do</p> <p>Understanding ChatGPT's Prompt Format and Syntax</p> <p>Identifying Key Elements of a High-Quality Prompt</p>	<p>Demonstrate proficiency in composing effective ChatGPT prompts for desired responses.</p> <p>Practice mastery of prompt writing best practices for high-quality results.</p> <p>Apply familiarity with ChatGPT, its capabilities, and applications.</p> <p>Analyse and examine the differences between AI systems like ChatGPT and traditional search engines.</p> <p>Demonstrate proficiency in using ChatGPT for tasks such as generating content, writing emails, creating poems, and more.</p> <p>Execute the ability to leverage ChatGPT to outline and structure assignments effectively.</p> <p>Develop skill in using ChatGPT to seek solutions and insights for complex questions.</p>
SL	1	AIF102	Using ChatGPT I	<p>ChatGPT for Content Creation: Writing, Summarizing, and Paraphrasing</p> <p>ChatGPT for Communication: Email Writing and Response Generation</p> <p>ChatGPT for Creativity: Generating Poems, Stories, and Ideas</p> <p>Using ChatGPT for Multilingual Communication and Translation</p> <p>Debugging Code and Finding Solutions to Programming Problems</p> <p>Getting Coding Insights and Tips from ChatGPT</p> <p>Getting Exam Tips and Strategies from ChatGPT</p> <p>Improving Assignment Quality with ChatGPT's Assistance</p> <p>Collaborating on Creative Projects and Content Creation with ChatGPT</p>	<p>Discuss and explain mastery of prompt writing best practices for high-quality results.</p> <p>Utilize ChatGPT for educational purposes, including explanations, syllabus understanding, exam preparation, book references, and assignment review.</p> <p>Demonstrate proficiency in using ChatGPT for tasks such as generating content, writing emails, creating poems, and more.</p> <p>Ability to leverage ChatGPT to outline and structure assignments effectively.</p> <p>Skill in using ChatGPT to seek solutions and insights for complex questions.</p> <p>Define and describe content planning and outlining for assignments and reports.</p> <p>Discuss and explain efficient language translation for documents and text.</p> <p>Describe and discuss concept clarification and explanations on complex topics.</p> <p>Identify and discuss problem-solving, both technical and non-technical, with ChatGPT's assistance.</p> <p>List and discuss interview practice, including common questions and answers.</p> <p>Recognise and discuss gaining coding and programming insights from ChatGPT.</p> <p>List and discuss generating potential project topics for research.</p> <p>Identify and discuss brainstorming event ideas and concepts.</p> <p>Discuss and explain creative content creation, such as writing songs and scripts, with ChatGPT's support.</p>
Project	2	AIF102	Using ChatGPT I	<p>Introduction to ChatGPT: How It Works and What It Can Do</p> <p>Advanced Applications Using ChatGPT</p> <p>The Scope of ChatGPT: What It Can and Cannot Do</p> <p>Understanding ChatGPT's Prompt Format and Syntax</p> <p>Identifying Key Elements of a High-Quality Prompt</p>	<p>Demonstrate proficiency in composing effective ChatGPT prompts for desired responses.</p> <p>Practice mastery of prompt writing best practices for high-quality results.</p> <p>Apply familiarity with ChatGPT, its capabilities, and applications.</p> <p>Analyse and examine the differences between AI systems like ChatGPT and traditional search engines.</p> <p>Demonstrate proficiency in using ChatGPT for tasks such as generating content, writing emails, creating poems, and more.</p> <p>Execute the ability to leverage ChatGPT to outline and structure assignments effectively.</p> <p>Develop skill in using ChatGPT to seek solutions and insights for complex questions.</p>
F2F/VC	2	AIF103	Using ChatGPT II	<p>Content Creation for Websites, Blogs, Research Papers, and Case Studies with ChatGPT</p> <p>Utilizing ChatGPT for Competitor Analysis: Tools and Techniques</p> <p>Gathering Demographic Insights with ChatGPT: Targeting Your Audience</p> <p>Generating Interview Questions, Job Descriptions, and Assessments for Employees with ChatGPT</p> <p>Creating Workout Plans and Exercise Routines, providing Nutritional Guidance and Offering Mental Health Support and Advice with ChatGPT</p>	<p>Define and describe proficiency in using ChatGPT for various business tasks, including social media management, email management, product description writing, and content creation for websites, blogs, research papers, and case studies.</p> <p>Discuss and explain skill in performing competitor analysis, gathering demographic insights, generating interview questions, job descriptions, and assessments for employees.</p> <p>List and discuss the ability to utilize ChatGPT for health-related tasks, such as creating workout plans, exercise routines, nutritional guidance, and mental health support.</p>
F2F	5	AIF103	Using ChatGPT II	<p>Case Studies on How Businesses Are Leveraging ChatGPT</p> <p>Industry-specific Examples of ChatGPT's Impact</p> <p>Future Trends: Predictions on How ChatGPT Will Shape Industries</p> <p>Overview of GPT-4: New Features and Improvements</p> <p>Integrating Bing with ChatGPT: Enhancing Search Capabilities</p> <p>Using GPT-4 and Bing Together for Enhanced Results</p>	<p>Demonstrate the skill in providing personal recommendations for dressing, accessories, travel plans, and preparing food dishes.</p> <p>Analyse and examine real-world applications of ChatGPT in various companies and industries, showcasing how businesses are leveraging its capabilities.</p> <p>Introduction to GPT-4 and Bing integration, including how to use these tools effectively.</p> <p>Apply the understanding of the differences between Bing Chat and ChatGPT, and when to use each.</p> <p>Provide examples of using Bing Chat and GPT-4 for tasks like searching for nearby restaurants, obtaining recommendations, accessing educational content and advice, generating content, conducting research, and generating summaries.</p> <p>Recognize the limitations of Bing Chat and ChatGPT and formulate strategies to work around them.</p>

SL	1	AIF103	Using ChatGPT II	Content Creation for Websites, Blogs, Research Papers, and Case Studies with ChatGPT Utilizing ChatGPT for Competitor Analysis: Tools and Techniques Gathering Demographic Insights with ChatGPT: Targeting Your Audience Generating Interview Questions, Job Descriptions, and Assessments for Employees with ChatGPT Creating Workout Plans and Exercise Routines, providing Nutritional Guidance and Offering Mental Health Support and Advice with ChatGPT	Define and describe proficiency in using ChatGPT for various business tasks, including social media management, email management, product description writing, and content creation for websites, blogs, research papers, and case studies. Discuss and explain skill in performing competitor analysis, gathering demographic insights, generating interview questions, job descriptions, and assessments for employees. List and discuss the ability to utilize ChatGPT for health-related tasks, such as creating workout plans, exercise routines, nutritional guidance, and mental health support.	
Project	2	AIF103	Using ChatGPT II	Case Studies on How Businesses Are Leveraging ChatGPT Industry-specific Examples of ChatGPT's Impact Future Trends: Predictions on How ChatGPT Will Shape Industries Overview of GPT-4: New Features and Improvements Integrating Bing with ChatGPT: Enhancing Search Capabilities Using GPT-4 and Bing Together for Enhanced Results	Demonstrate the skill in providing personal recommendations for dressing, accessories, travel plans, and preparing food dishes. Analyse and examine real-world applications of ChatGPT in various companies and industries, showcasing how businesses are leveraging its capabilities. Introduction to GPT-4 and Bing integration, including how to use these tools effectively. Apply the understanding of the differences between Bing Chat and ChatGPT, and when to use each. Provide examples of using Bing Chat and GPT-4 for tasks like searching for nearby restaurants, obtaining recommendations, accessing educational content and advice, generating content, conducting research, and generating summaries. Recognize the limitations of Bing Chat and ChatGPT and formulate strategies to work around them.	
FA 1	1	AIF101, AIF102, AIF103				
Filling Forms	2	SAHI100 - REV1	Portfolio building for digilocker	Register & Login to the SAHI App Introduction on how to navigate SAHI (job aadhar, skilling, jobs) Introduction on how to update the job aadhar Practical session (VC) on filling up the job aadhar: General, Work, Education, Language, Interests, Key Info, Family Details, Documents, Training History, SAHI Emp History, Download your resume How to search and apply for jobs in SAHI: Job details, Job search, Applying for a job, Job Application Status Introduction on how to attend a VC Introduction on how to attend the VC sessions, SL and FA in SAHI	Explain the steps to register and login to the SAHI App Describe the process on how to navigate SAHI Demonstrate on how to fill out the Job Aadhar: General, Work, Education, Language, Interests, Key Info, Family Details, Documents, Training History, SAHI Emp History Download your resume Explain the steps to find a job using SAHI application Demonstrate the process of job search and job application using SAHI app Demonstrate how to check the status of application Explain the procedures of attending VC sessions, SL and FA in SAHI	LN
F2F/VC	2	DIG108	MS Word	Use of MS Word Mastering tools of MS Word Using MS Word	Describe the utility of MS Word Discuss the importance of MS Word List the tools and functions of MS Word Recognise the various tools and functions of MS Word Explain how to carry out different tasks using MS Word	LN
F2F	4	DIG108	MS Word	Use of MS Word Mastering tools of MS Word Using MS Word	Analyse the utility of MS Word Examine the importance of MS Word Apply the tools and functions of MS Word Practice the various tools and functions of MS Word Demonstrate carrying out different tasks using MS Word	LN
SL	0.5	DIG108	MS Word	Use of MS Word Mastering tools of MS Word Using MS Word	Describe the utility of MS Word Discuss the importance of MS Word List the tools and functions of MS Word Recognise the various tools and functions of MS Word Explain how to carry out different tasks using MS Word	LN
Project	2	DIG108	MS Word	Use of MS Word Mastering tools of MS Word Using MS Word	Analyse the utility of MS Word Examine the importance of MS Word Apply the tools and functions of MS Word Use the various tools and functions of MS Word Demonstrate carrying out different tasks using MS Word	LN
F2F/VC	2	DIG110	MS Excel	Use of MS Excel Mastering tools of MS Excel Using MS Excel	Describe the utility of MS Excel Discuss the importance of MS Excel List the tools and functions of MS Excel Identify the various tools and functions of MS Excel Explain how to carry out different tasks using MS Excel	LN
F2F	6	DIG110	MS Excel	Use of MS Excel Mastering tools of MS Excel Using MS Excel	Analyse the utility of MS Excel Examine the importance of MS Excel Execute the tools and functions of MS Excel Practice the various tools and functions of MS Excel Demonstrate carrying out different tasks using MS Excel	LN
SL	0.5	DIG110	MS Excel	Use of MS Excel Mastering tools of MS Excel Using MS Excel	Describe the utility of MS Excel Discuss the importance of MS Excel List the tools and functions of MS Excel Identify the various tools and functions of MS Excel Explain how to carry out different tasks using MS Excel	LN
Project	2	DIG110	MS Excel	Use of MS Excel Mastering tools of MS Excel Using MS Excel	Analyse the utility of MS Excel Examine the importance of MS Excel Execute the tools and functions of MS Excel Use the various tools and functions of MS Excel Demonstrate carrying out different tasks using MS Excel	LN
F2F/VC	3	AIF104	Use of AI in MS Word, Excel, and PowerPoint	Practical applications and benefits of using AI tools in MS Office How AI tools in MS Office enhance productivity and efficiency in daily tasks Overview of AI-powered features in MS Office: Translator, Smart Lookup, and Outlook Suggested Replies Tips for maximizing productivity and efficiency with AI tools in MS Office Best practices for integrating AI tools into daily workflows in MS Office Avoiding common pitfalls and mistakes when using AI tools in MS Office	Define and describe AI-integrated tools available in MS Office, such as Translator, Smart Lookup, and Outlook Suggested Replies. Discuss and explain proficiency in using MS Editor, an AI-powered tool in MS Word for advanced editing and proofreading. List and discuss tips and tricks for effectively utilizing AI tools in MS Office applications. Identify and recognize best practices, do's and don'ts, while using AI tools to maximize productivity and efficiency in document creation, data analysis, and presentations.	

F2F	4	AIF104	Use of AI in MS Word, Excel, and PowerPoint	<p>Advanced editing and proofreading techniques using MS Editor</p> <p>How Grammarly enhances grammar and writing quality in MS Word</p> <p>Advanced features and settings of Grammarly for MS Word</p> <p>Using Dictate to transcribe spoken words into text with accuracy</p> <p>Overview of Copy.ai and its capabilities for content generation</p> <p>Creating customized content using Copy.ai for various purposes</p> <p>Using AI tools in MS Excel for data analysis and visualization</p> <p>Tips and tricks for maximizing productivity with AI tools in MS Excel</p> <p>Incorporating ExcellAI into the formula creation process in MS Excel</p> <p>Using Live Caption and Subtitle features to provide real-time subtitles and captions during presentations</p> <p>Overview of SlidesGo and TomeAI and their features for presentation creation</p> <p>Creating dynamic and engaging presentations using SlidesGo and TomeAI templates</p>	<p>Demonstrate mastery of Grammarly integration in MS Word, enhancing grammar and writing quality with AI suggestions.</p> <p>Practice skill in utilizing Dictate in MS Word to transcribe spoken words into text with accuracy and efficiency.</p> <p>Apply Copy.ai to generate high-level customized content.</p> <p>Execute mastery of AI-powered tools for MS Excel, including Insert Data from Pictures.</p> <p>Develop skills in using ExcellAI to generate complex formulae.</p> <p>Implement Presentation Coach, an AI-powered tool in MS PowerPoint, for enhancing presentation delivery and effectiveness.</p> <p>Solve proficiency in using Live Caption and Subtitle features in MS PowerPoint, powered by AI, to provide real-time subtitles and captions during presentations.</p> <p>Interpret using SlidesGo and TomeAI for creating dynamic and engaging presentations.</p>	
SL	1	AIF104	Use of AI in MS Word, Excel, and PowerPoint	<p>Practical applications and benefits of using AI tools in MS Office</p> <p>How AI tools in MS Office enhance productivity and efficiency in daily tasks</p> <p>Overview of AI-powered features in MS Office: Translator, Smart Lookup, and Outlook Suggested Replies</p> <p>Tips for maximizing productivity and efficiency with AI tools in MS Office</p> <p>Best practices for integrating AI tools into daily workflows in MS Office</p> <p>Avoiding common pitfalls and mistakes when using AI tools in MS Office</p>	<p>Define and describe AI-integrated tools available in MS Office, such as Translator, Smart Lookup, and Outlook Suggested Replies.</p> <p>Discuss and explain proficiency in using MS Editor, an AI-powered tool in MS Word for advanced editing and proofreading.</p> <p>List and discuss tips and tricks for effectively utilizing AI tools in MS Office applications.</p> <p>Identify and recognize best practices, do's and don'ts, while using AI tools to maximize productivity and efficiency in document creation, data analysis, and presentations.</p>	
Project	2	AIF104	Use of AI in MS Word, Excel, and PowerPoint	<p>Advanced editing and proofreading techniques using MS Editor</p> <p>How Grammarly enhances grammar and writing quality in MS Word</p> <p>Advanced features and settings of Grammarly for MS Word</p> <p>Using Dictate to transcribe spoken words into text with accuracy</p> <p>Overview of Copy.ai and its capabilities for content generation</p> <p>Creating customized content using Copy.ai for various purposes</p> <p>Using AI tools in MS Excel for data analysis and visualization</p> <p>Tips and tricks for maximizing productivity with AI tools in MS Excel</p> <p>Incorporating ExcellAI into the formula creation process in MS Excel</p> <p>Using Live Caption and Subtitle features to provide real-time subtitles and captions during presentations</p> <p>Overview of SlidesGo and TomeAI and their features for presentation creation</p> <p>Creating dynamic and engaging presentations using SlidesGo and TomeAI templates</p>	<p>Demonstrate mastery of Grammarly integration in MS Word, enhancing grammar and writing quality with AI suggestions.</p> <p>Practice skill in utilizing Dictate in MS Word to transcribe spoken words into text with accuracy and efficiency.</p> <p>Apply Copy.ai to generate high-level customized content.</p> <p>Execute mastery of AI-powered tools for MS Excel, including Insert Data from Pictures.</p> <p>Develop skills in using ExcellAI to generate complex formulae.</p> <p>Implement Presentation Coach, an AI-powered tool in MS PowerPoint, for enhancing presentation delivery and effectiveness.</p> <p>Solve proficiency in using Live Caption and Subtitle features in MS PowerPoint, powered by AI, to provide real-time subtitles and captions during presentations.</p> <p>Interpret using SlidesGo and TomeAI for creating dynamic and engaging presentations.</p>	
F2F/VC	4	DIG117	Data Confidentiality	<p>Data Confidentiality</p> <p>Importance of data confidentiality</p> <p>Different processes in data confidentiality</p>	<p>Explain data Confidentiality</p> <p>Discuss the importance of data confidentiality</p> <p>Identify the different processes in data confidentiality</p>	LN
SL	0.5	DIG117	Data Confidentiality	<p>Data Confidentiality</p> <p>Importance of data confidentiality</p> <p>Different processes in data confidentiality</p>	<p>Describe data Confidentiality</p> <p>Explain the importance of data confidentiality</p> <p>Demonstrate the different processes in data confidentiality</p>	LN
Project	2	DIG117	Data Confidentiality	<p>Data Confidentiality</p> <p>Importance of data confidentiality</p> <p>Different processes in data confidentiality</p>	<p>Examine data Confidentiality</p> <p>Analyse the importance of data confidentiality</p> <p>Demonstrate the different processes in data confidentiality</p>	LN
F2F/VC	5	AIF105	AI Tools for Design	<p>Exploring AI-powered tools for graphic design, illustration, and layout</p> <p>Integrating AI into the creative design process for efficiency and innovation</p> <p>Introduction to Microsoft Designer and its features</p> <p>Practical usage of Microsoft Designer for creating images, social media posts, invitations, and posters</p> <p>Overview of Bing Image Creator and its capabilities</p> <p>Introduction to Simplified and its features for meme creation</p> <p>Overview of Pixelcut and its features for background removal and image enhancement</p> <p>Introduction to InVideo and its AI-powered video editing features</p> <p>Overview of Beatoven and its features for sound editing and music creation</p>	<p>Define and describe proficiency in utilizing AI-powered tools for creative design, encompassing various aspects of design tasks.</p> <p>Discuss and explain mastery of Microsoft Designer, including a comprehensive introduction and practical usage to generate images, and create social media posts, invitations, and posters.</p> <p>List and discuss skill in effectively using Bing Image Creator to generate graphics tailored to specific needs.</p> <p>Identify and recognize competency in employing Simplified for meme creation, enhancing your creative capabilities.</p> <p>Classify and explain expertise in AI tools for photo editing, with a focus on Pixelcut for background removal and image enhancement.</p> <p>Describe and discuss proficiency in using Pixelcut to seamlessly remove backgrounds and enhance the visual appeal of images.</p> <p>Explain and discuss skill in harnessing AI tools for video editing, emphasizing InVideo's capabilities in generating scripts and videos through AI assistance.</p> <p>Describe and discuss mastery of InVideo, including script creation and video generation, enhancing your video marketing efforts.</p> <p>Discuss and explain competency in utilizing AI tools for sound editing, specifically Beatoven, for generating royalty-free music to elevate your video content.</p> <p>State and discuss proficiency in leveraging Beatoven to create music that perfectly complements your video productions.</p>	
F2F	2	AIF105	AI Tools for Design	<p>Using Bing Image Creator to generate graphics tailored to specific needs</p> <p>Enhancing creative capabilities with Simplified's meme creation tools</p> <p>Using Pixelcut for advanced photo editing tasks</p> <p>Integrating Pixelcut into the photo editing workflow for efficient editing</p> <p>Using InVideo for generating scripts and videos through AI assistance</p> <p>Enhancing video editing skills with InVideo's tools and capabilities</p> <p>Using Beatoven to generate royalty-free music for video content</p> <p>Incorporating Beatoven into the video production workflow for enhanced sound editing</p>	<p>Demonstrate proficiency in utilizing AI-powered tools for creative design, encompassing various aspects of design tasks.</p> <p>Practice mastery of Microsoft Designer, including a comprehensive introduction and practical usage to generate images, and create social media posts, invitations, and posters.</p> <p>Apply skill in effectively using Bing Image Creator to generate graphics tailored to specific needs.</p> <p>Execute competency in employing Simplified for meme creation, enhancing your creative capabilities.</p> <p>Analyse expertise in AI tools for photo editing, with a focus on Pixelcut for background removal and image enhancement.</p> <p>Examine proficiency in using Pixelcut to seamlessly remove backgrounds and enhance the visual appeal of images.</p> <p>Design skill in harnessing AI tools for video editing, emphasizing InVideo's capabilities in generating scripts and videos through AI assistance.</p> <p>Construct mastery of InVideo, including script creation and video generation, enhancing your video marketing efforts.</p> <p>Develop competency in utilizing AI tools for sound editing, specifically Beatoven, for generating royalty-free music to elevate your video content.</p> <p>Implement proficiency in leveraging Beatoven to create music that perfectly complements your video productions.</p>	

SL	1	AIF105	AI Tools for Design	<p>Exploring AI-powered tools for graphic design, illustration, and layout</p> <p>Integrating AI into the creative design process for efficiency and innovation</p> <p>Introduction to Microsoft Designer and its features</p> <p>Practical usage of Microsoft Designer for creating images, social media posts, invitations, and posters</p> <p>Overview of Bing Image Creator and its capabilities</p> <p>Introduction to Simplified and its features for meme creation</p> <p>Overview of Pixelcut and its features for background removal and image enhancement</p> <p>Introduction to InVideo and its AI-powered video editing features</p> <p>Overview of Beatoven and its features for sound editing and music creation</p>	<p>Define and describe proficiency in utilizing AI-powered tools for creative design, encompassing various aspects of design tasks.</p> <p>Discuss and explain mastery of Microsoft Designer, including a comprehensive introduction and practical usage to generate images, and create social media posts, invitations, and posters.</p> <p>List and discuss skill in effectively using Bing Image Creator to generate graphics tailored to specific needs.</p> <p>Identify and recognize competency in employing Simplified for meme creation, enhancing your creative capabilities.</p> <p>Classify and explain expertise in AI tools for photo editing, with a focus on Pixelcut for background removal and image enhancement.</p> <p>Describe and discuss proficiency in using Pixelcut to seamlessly remove backgrounds and enhance the visual appeal of images.</p> <p>Explain and discuss skill in harnessing AI tools for video editing, emphasizing InVideo's capabilities in generating scripts and videos through AI assistance.</p> <p>Describe and discuss mastery of InVideo, including script creation and video generation, enhancing your video marketing efforts.</p> <p>Discuss and explain competency in utilizing AI tools for sound editing, specifically Beatoven, for generating royalty-free music to elevate your video content.</p> <p>State and discuss proficiency in leveraging Beatoven to create music that perfectly complements your video productions.</p>	
Project	2	AIF105	AI Tools for Design	<p>Using Bing Image Creator to generate graphics tailored to specific needs</p> <p>Enhancing creative capabilities with Simplified's meme creation tools</p> <p>Using Pixelcut for advanced photo editing tasks</p> <p>Integrating Pixelcut into the photo editing workflow for efficient editing</p> <p>Using InVideo for generating scripts and videos through AI assistance</p> <p>Enhancing video editing skills with InVideo's tools and capabilities</p> <p>Using Beatoven to generate royalty-free music for video content</p> <p>Incorporating Beatoven into the video production workflow for enhanced sound editing</p>	<p>Demonstrate proficiency in utilizing AI-powered tools for creative design, encompassing various aspects of design tasks.</p> <p>Practice mastery of Microsoft Designer, including a comprehensive introduction and practical usage to generate images, and create social media posts, invitations, and posters.</p> <p>Apply skill in effectively using Bing Image Creator to generate graphics tailored to specific needs.</p> <p>Execute competency in employing Simplified for meme creation, enhancing your creative capabilities.</p> <p>Analyse expertise in AI tools for photo editing, with a focus on Pixelcut for background removal and image enhancement.</p> <p>Examine proficiency in using Pixelcut to seamlessly remove backgrounds and enhance the visual appeal of images.</p> <p>Design skill in harnessing AI tools for video editing, emphasizing InVideo's capabilities in generating scripts and videos through AI assistance.</p> <p>Construct mastery of InVideo, including script creation and video generation, enhancing your video marketing efforts.</p> <p>Develop competency in utilizing AI tools for sound editing, specifically Beatoven, for generating royalty-free music to elevate your video content.</p> <p>Implement proficiency in leveraging Beatoven to create music that perfectly complements your video productions.</p>	
F2F/VC	2	COM101	Communication Skills	<p>Why are effective communicators valued better in the organisation? Introduction to effective communication, Importance of good communication, Principles of good communication</p> <p>Active Listening</p> <p>Talking to Colleagues</p> <p>Talking to Seniors</p> <p>Taking Instructions</p> <p>Talking to client</p>	<p>Describe the significance of communication skills at the workplace.</p> <p>Explain the importance of effective communication and types of communication.</p> <p>List the ways to communicate effectively in common everyday situations.</p> <p>Explain the importance of listening skills.</p> <p>Discuss the distinction between hearing and listening.</p> <p>Explain etiquettes of talking to colleagues, seniors and client</p> <p>Recognise the active listening skills</p> <p>Identify the ways to talk to colleagues, seniors, and clients</p>	LN
F2F	4	COM101	Communication Skills	<p>Why are effective communicators valued better in the organisation? Introduction to effective communication, Importance of good communication, Principles of good communication</p> <p>Active Listening</p> <p>Talking to Colleagues</p> <p>Talking to Seniors</p> <p>Taking Instructions</p> <p>Talking to client</p>	<p>Examine the significance of communication skills at the workplace.</p> <p>Demonstrate the importance of effective communication and types of communication.</p> <p>Display ability to communicate effectively in common everyday situations.</p> <p>Execute the importance of listening skills.</p> <p>Distinguish between hearing and listening.</p> <p>Implement the etiquettes of talking to colleagues, seniors and client</p> <p>Practice active listening skills</p> <p>Display ability to talk to colleagues, seniors, and clients</p>	LN
SL	0.5	COM101	Communication Skills	<p>Why are effective communicators valued better in the organisation? Introduction to effective communication, Importance of good communication, Principles of good communication</p> <p>Active Listening</p> <p>Talking to Colleagues</p> <p>Talking to Seniors</p> <p>Taking Instructions</p> <p>Talking to client</p>	<p>Describe the significance of communication skills at the workplace.</p> <p>Explain the importance of effective communication and types of communication.</p> <p>List the ways to communicate effectively in common everyday situations.</p> <p>Explain the importance of listening skills.</p> <p>Discuss the distinction between hearing and listening.</p> <p>Explain etiquettes of talking to colleagues, seniors and client</p> <p>Recognise the active listening skills</p> <p>Identify the ways to talk to colleagues, seniors, and clients</p>	LN
Project	2	COM101	Communication Skills	<p>Why are effective communicators valued better in the organisation? Introduction to effective communication, Importance of good communication, Principles of good communication</p> <p>Active Listening</p> <p>Talking to Colleagues</p> <p>Talking to Seniors</p> <p>Taking Instructions</p> <p>Talking to client</p>	<p>Examine the significance of communication skills at the workplace.</p> <p>Demonstrate the importance of effective communication and types of communication.</p> <p>Display ability to communicate effectively in common everyday situations.</p> <p>Execute the importance of listening skills.</p> <p>Distinguish between hearing and listening.</p> <p>Implement the etiquettes of talking to colleagues, seniors and client</p> <p>Practice active listening skills</p> <p>Display ability to talk to colleagues, seniors, and clients</p>	LN
F2F/VC	3	AIF106	Other AI tools and AI for Social Good	<p>ChatGPT for project development and question paper creation</p> <p>Education Copilot for various teaching applications</p> <p>QuillBot</p> <p>Utilize Contlo</p> <p>Business Name Generator</p> <p>Turbologo for branding</p> <p>Generate a website using Durable</p> <p>Create a presentation deck using Beemer</p> <p>AI tools:</p> <ul style="list-style-type: none"> -Privacy concerns and Data security -Risks of data theft -Information misuse -Safeguarding data <p>AI for social good and its significance</p> <p>AI-driven initiatives</p> <p>Basic ethics of AI</p>	<p>Describe how educators can effectively use ChatGPT for project development and question paper creation.</p> <p>Explain how Education Copilot can be used for various teaching applications, enhancing the education process.</p> <p>Discuss QuillBot for rephrasing and improving business communications.</p> <p>Identify how Contlo can be utilized for emailer designing, and enhancing business marketing strategies.</p> <p>Recognise the process of generating a business name and securing the domain using the Business Name Generator.</p> <p>Explain the designing of a logo using Turbologo for branding.</p> <p>Describe how to generate a website using Durable, enhancing online business presence.</p> <p>State the process of creating a presentation deck using Beemer for effective business pitches.</p> <p>Identify the privacy concerns related to AI tools and their impact on data security.</p> <p>List potential risks of data theft associated with AI tools.</p> <p>Explore real-life examples of information misuse through AI.</p> <p>Recognise ways to safeguard data from potential AI tool attacks.</p> <p>Report the actions to be taken if data is compromised online.</p> <p>Discuss the concept of using AI for social good and its significance.</p> <p>List the examples of AI-driven initiatives aimed at addressing social issues and creating positive impact.</p> <p>Identify the basic ethics of AI in the context of social good applications.</p>	

F2F	4	AIF106	Other AI tools and AI for Social Good	<p>ChatGPT for project development and question paper creation Education Copilot for various teaching applications QuillBot Utilize Contlo Business Name Generator Turbologo for branding Generate a website using Durable Create a presentation deck using Beemer</p> <p>AI tools: -Privacy concerns and Data security -Risks of data theft -Information misuse -Safeguarding data AI for social good and its significance AI-driven initiatives Basic ethics of AI</p>	<p>Analyse how educators can effectively use ChatGPT for project development and question paper creation. Demonstrate proficiency in using Education Copilot for various teaching applications, enhancing the education process. Display mastery of QuillBot for rephrasing and improving business communications. Apply skill in utilizing Contlo for emailer designing, and enhancing business marketing strategies. Practice generating a business name and secure the domain using the Business Name Generator. Execute designing a logo using Turbologo for branding. Develop proficiency in generating a website using Durable, enhancing online business presence. Create a presentation deck using Beemer for effective business pitches. Demonstrate awareness of privacy concerns related to AI tools and their impact on data security. Examine potential risks of data theft associated with AI tools. Explore real-life examples of information misuse through AI. Implement proficiency in safeguarding data from potential AI tool attacks. Knowledge of actions to take if your data is compromised online. Analyse the concept of using AI for social good and its significance. Interpret examples of AI-driven initiatives aimed at addressing social issues and creating positive impact. Practice basic ethics of AI in the context of social good applications.</p>	
SL	1	AIF106	Other AI tools and AI for Social Good	<p>ChatGPT for project development and question paper creation Education Copilot for various teaching applications QuillBot Utilize Contlo Business Name Generator Turbologo for branding Generate a website using Durable Create a presentation deck using Beemer</p> <p>AI tools: -Privacy concerns and Data security -Risks of data theft -Information misuse -Safeguarding data AI for social good and its significance AI-driven initiatives Basic ethics of AI</p>	<p>Describe how educators can effectively use ChatGPT for project development and question paper creation. Explain how Education Copilot can be used for various teaching applications, enhancing the education process. Discuss QuillBot for rephrasing and improving business communications. Identify how Contlo can be utilized for emailer designing, and enhancing business marketing strategies. Recognise the process of generating a business name and securing the domain using the Business Name Generator. Explain the designing of a logo using Turbologo for branding. Describe how to generate a website using Durable, enhancing online business presence. State the process of creating a presentation deck using Beemer for effective business pitches. Identify the privacy concerns related to AI tools and their impact on data security. List potential risks of data theft associated with AI tools. Explore real-life examples of information misuse through AI. Recognise ways to safeguard data from potential AI tool attacks. Report the actions to be taken if data is compromised online. Discuss the concept of using AI for social good and its significance. List the examples of AI-driven initiatives aimed at addressing social issues and creating positive impact. Identify the basic ethics of AI in the context of social good applications.</p>	
Project	2	AIF106	Other AI tools and AI for Social Good	<p>ChatGPT for project development and question paper creation Education Copilot for various teaching applications QuillBot Utilize Contlo Business Name Generator Turbologo for branding Generate a website using Durable Create a presentation deck using Beemer</p> <p>AI tools: -Privacy concerns and Data security -Risks of data theft -Information misuse -Safeguarding data AI for social good and its significance AI-driven initiatives Basic ethics of AI</p>	<p>Analyse how educators can effectively use ChatGPT for project development and question paper creation. Demonstrate proficiency in using Education Copilot for various teaching applications, enhancing the education process. Display mastery of QuillBot for rephrasing and improving business communications. Apply skill in utilizing Contlo for emailer designing, and enhancing business marketing strategies. Practice generating a business name and secure the domain using the Business Name Generator. Execute designing a logo using Turbologo for branding. Develop proficiency in generating a website using Durable, enhancing online business presence. Create a presentation deck using Beemer for effective business pitches. Demonstrate awareness of privacy concerns related to AI tools and their impact on data security. Examine potential risks of data theft associated with AI tools. Explore real-life examples of information misuse through AI. Implement proficiency in safeguarding data from potential AI tool attacks. Knowledge of actions to take if your data is compromised online. Analyse the concept of using AI for social good and its significance. Interpret examples of AI-driven initiatives aimed at addressing social issues and creating positive impact. Practice basic ethics of AI in the context of social good applications.</p>	
FA 1	1	AIF104, AIF105, AIF106				
Filling Forms	2	SAHI100-REV7	Portfolio building for digilocker	<p>Login to the SAHI App Practical session (VC) on filling up the job aadhar: General, Work, Education, Language, Interests, Key Info, Family Details, Documents, Training History, SAHI Emp History, Download your resume How to search and apply for jobs in SAHI: Job details, Job search, Applying for a job, Job Application Status Introduction on how to attend a VC Introduction on how to attend the VC sessions, SL and FA in SAHI</p>	<p>Explain the steps to login to the SAHI App Describe the process on how to navigate SAHI Demonstrate on how to fill out the Job Aadhar: General, Work, Education, Language, Interests, Key Info, Family Details, Documents, Training History, SAHI Emp History Download your resume Explain the steps to find a job using SAHI application Demonstrate the process of job search and job application using SAHI app Demonstrate how to check the status of application Explain the procedures of attending VC sessions, SL and FA in SAHI</p>	LN
F2F/VC	2	RFL101	Reflection, Feedback and Learnings	<p>Facilitator will have to follow the F2F facilitator guide, demonstrate the practicals, conduct activities and explain the content.</p>	<p>List the summary of all trade and WPS modules Write feedbacks about the course, sessions and trainer</p>	LN

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				