



# AI Professional Certificate Curriculum

Build practical AI fluency for modern work with beginner-friendly training in prompting, research, communication, content, and productivity workflows.

Duration: 8 weeks

Format: Online classes with guided AI labs and mentorship

Level: Beginner Friendly

## Program Overview

A practical AI curriculum built for beginners who want to use modern AI tools more confidently for research, communication, analysis, content work, and workflow improvement.

## What Students Will Achieve

- Understand the fundamentals of modern AI and how to use AI tools responsibly
- Write clearer prompts and evaluate outputs for quality, accuracy, and usefulness
- Use AI to support research, communication, content creation, and data tasks
- Build a portfolio-ready workflow or mini solution that improves real work output

## Tools and Platforms

ChatGPT | Google Gemini | NotebookLM | Google Workspace | Canva AI tools

## Curriculum Modules

### Module 01: AI Foundations and Responsible Use

Build a strong beginner-friendly understanding of what AI is, where it fits at work, and how to use it responsibly.

- Core AI concepts, modern use cases, and everyday work applications
- Generative AI basics, limitations, and output evaluation
- Responsible AI use, bias awareness, privacy, and human review

**Practical Output:** A responsible AI usage guide for personal and workplace tasks



## Module 02: Prompting and AI Collaboration Workflows

Learn how to give AI clearer instructions so it works like a useful collaborator instead of a weak guesser.

- Prompt structure, context, constraints, and refinement techniques
- Using AI for brainstorming, planning, and idea development
- Designing repeatable AI workflows for speed and consistency

**Practical Output:** A prompt library for common planning and execution tasks

## Module 03: AI for Research, Insights, and Decision Support

Use AI to gather, summarize, compare, and organise information without losing accuracy and judgment.

- Research prompts, summarisation, and source comparison workflows
- Extracting themes, patterns, and key findings from multiple inputs
- Turning AI-assisted research into actionable business or project insights

**Practical Output:** A structured research brief with AI-assisted insight summaries

## Module 04: AI for Writing, Communication, and Presentations

Apply AI to clearer writing, faster communication, and more polished professional output.

- Drafting emails, reports, and professional messages with AI support
- Adapting tone, audience, and message structure for different scenarios
- Using AI to improve presentations, summaries, and meeting follow-ups

**Practical Output:** A communication toolkit with polished message and presentation assets

## Module 05: AI for Content, Data Tasks, and Workflow Automation

Use AI to speed up practical execution across content creation, spreadsheet tasks, and lightweight automations.

- Generating and refining content ideas, captions, and creative assets
- Using AI for spreadsheet formulas, data cleanup, and simple analysis support
- Identifying repetitive tasks that can be streamlined with AI tools

**Practical Output:** An AI-assisted execution pack covering content and data workflows



## Module 06: Applied AI Project and Career Readiness

Bring everything together in a practical project that shows you can use AI effectively in real work settings.

- Choosing a high-impact workflow or workplace problem to improve with AI
- Documenting your AI process, quality checks, and final outputs
- Positioning AI fluency in your CV, portfolio, and professional conversations

**Practical Output:** A portfolio-ready AI productivity capstone project

### Capstone Project

Complete an AI productivity capstone where you design a practical workflow for planning, research, communication, analysis, and reporting using AI tools responsibly.

### Student Support

- Mentorship and guided support throughout the learning journey
- Certificate of completion after successful participation
- Career guidance to help position students for opportunities