

AI Foundations

A practical beginner pathway covering AI fundamentals, essential AI tools, prompt writing, and AI at work.

LEARNING PATHWAY

Modules 1-4

4

MODULES

48

LESSONS

4

ASSIGNMENTS

MODULE 1

AI Fundamentals

01

What Is AI?

02

AI History

03

AI and Human Thinking

04

AI and Regular Software

05

AI and Automation

06

Machine Learning Basics

07

Generative AI Basics

08

Types of AI

09

How AI Learns

10

AI Strengths and Limits

11

AI at Home and Work

12

Assignment: Map AI Around You

MODULE 2

AI Tools

01	Types of AI Tools
02	ChatGPT Basics
03	Gemini Basics
04	Copilot Basics
05	AI Search
06	AI Writing
07	AI Design
08	AI Translation
09	AI for Study
10	AI for Office Work
11	Choosing an AI Tool
12	Assignment: Compare Three AI Tools

MODULE 3

Prompt Writing

01	What Is a Prompt?
02	Set a Clear Goal
03	Give Clear Instructions
04	Add Useful Context
05	Give AI a Role
06	Add Rules and Limits
07	Choose an Output Format
08	Show Examples
09	Split Large Tasks
10	Improve AI Answers
11	Create Prompt Templates
12	Assignment: Build a Prompt Library

01	Plan Your Day
02	Write Better Emails
03	Create and Edit Documents
04	Summarize Long Content
05	Prepare Meeting Agendas
06	Create Meeting Notes
07	Build Presentations
08	Manage Tasks and Schedules
09	Generate Ideas
10	Work Better in Teams
11	Build a Personal AI Workflow
12	Assignment: Create an AI Work Portfolio