



AI Fluency for All Course

Course Overview

AI Fluency for All is a beginner-friendly course that demystifies Artificial Intelligence through real-world tools and applications. From understanding AI and machine learning to creating content with Canva, ChatGPT, and more, learners gain hands-on skills in AI communication, productivity, and creativity—no coding or prior tech experience required.

Course Objective

By the end of this course, you will:

- Explain the fundamentals of AI, its types, and real-life relevance.
- Understand the principles of Machine Learning and Generative AI.
- Master prompt engineering using the RCAS framework.
- Improve office tasks using ChatGPT, Grammarly, and NoteGPT.
- Create compelling designs using AI-powered Canva and Leonardo AI.
- Generate video content using VEED .
- Build and narrate presentations using Gamma and AI voice tools.
- Convert text to speech or music using ElevenLabs and Suno.
- Use AI in Excel to automate formulas and clean data.
- Navigate career options in AI-powered content and workplace productivity roles.

Skills you will learn

- Prompt Engineering (RCAS Method)
- ChatGPT Productivity Tools
- AI-Based Writing & Editing (Grammarly, NoteGPT)
- Canva for AI Graphic Design
- Text-to-Image Tools (Leonardo AI)
- AI Voice Generation (ElevenLabs)
- AI Video Editing (Veed.io)
- Text-to-Music (Suno)
- Gamma & Napkin AI for Presentations
- Excel Automation with AI
- Content Repurposing
- Digital Communication
- Creative AI Applications
- Workplace Productivity with AI Tools

Program Highlights



Curriculum

Introduction to Artificial Intelligence

- What is AI? Types and Evolution
- How AI is transforming Our Daily Lives
- Understanding Machine Learning –How Computers Learn from Data
- What is Generative AI – How Machines Create Text, Images, Videos, and More
- Mastering the Art of Prompting with the R.C.A.S. Method (Role, Context, Action, Style)

AI for Office Productivity & Corporate Use

- Boosting Productivity with ChatGPT
- Write Smarter with Grammarly
- Mastering Perplexity AI
- Auto-Summarizing with NoteGPT
- Creating Presentations with Gamma AI
- Napkin AI: Turn Text into Visuals
- Excel Made Easy: AI-Powered Data Preprocessing
- Generate Excel Formulas with AI

AI Content Studio: Design, Narrate, and Animate with Prompts

- Canva AI-Based Graphic Design
- Leonardo AI – Text- to-Image Generation
- ElevenLabs – Text- to-Speech with Realistic Voices
- Suno – Text-to- Audio Music & Sound Generation
- VEED – Text-to- Video with AI Avatars and Narration

