



GENERATIVE AI TRAINING COURSE

A structured program covering fundamental concepts, tools, and applications of artificial intelligence to build practical understanding and skills across key AI domains.

Module 1: Introduction to Artificial Intelligence

Topics Covered

- ✓ What is Artificial Intelligence?
- ✓ AI vs Machine Learning vs Deep Learning
- ✓ History and evolution of AI
- ✓ Types of AI (Narrow, General, Super AI)
- ✓ Real-life AI applications



Outcome

Understand AI fundamentals and terminology.

Module 2: AI Tools & Platforms

Tools Introduction

- ✓ OpenAI – ChatGPT
- ✓ Google – Gemini
- ✓ Canva – AI design tools
- ✓ AI writing & content tools
- ✓ AI image & video generators

Gemini



Practical

- ✓ Content creation
- ✓ Email drafting
- ✓ Report generation
- ✓ Social media post creation

Outcome

Hands-on experience with popular AI tools.

Module 3: Prompt Engineering

Topics Covered

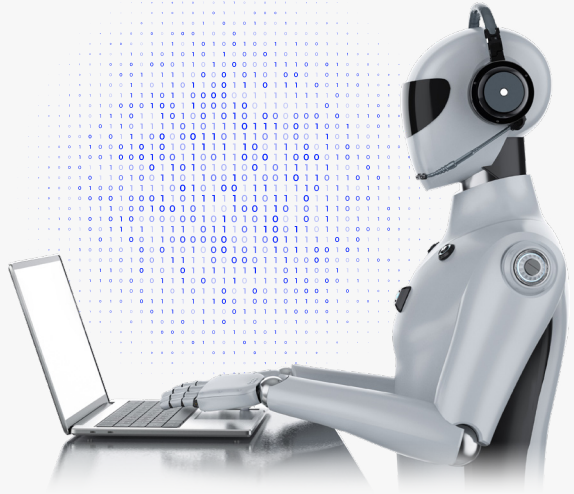
- ✓ What is Prompt Engineering?
- ✓ Structure of good prompts
- ✓ Role-based prompting
- ✓ Chain of thought prompting
- ✓ Business prompt templates

Practical

- ✓ HR prompts
- ✓ Marketing prompts
- ✓ Admin & management prompts

Outcome

Ability to write effective prompts for better AI results.



Module 4: AI for Business Functions

HR

- ✓ Resume screening
- ✓ Interview question generation
- ✓ Employee engagement surveys

Marketing

- ✓ Ad copy generation
- ✓ SEO content writing
- ✓ Social media automation

Teacher

- ✓ ChatGPT for Teachers
- ✓ SchoolAI
- ✓ MagicSchool.ai

Finance

- ✓ Data analysis basics
- ✓ Expense tracking automation

Customer Support

- ✓ Chatbots
- ✓ Auto email replies

Outcome

Understand AI use in different departments.

Module 5: AI Ethics, Security & Limitations

Topics Covered

- ✓ AI risks and limitations
- ✓ Data privacy basics
- ✓ Bias in AI systems
- ✓ Responsible AI usage

Outcome

Safe and responsible use of AI tools



Module 6: Basic AI Concepts

Topics Covered

- ✓ Machine Learning basics
- ✓ Supervised vs Unsupervised learning
- ✓ Neural Networks overview
- ✓ Introduction to Python for AI
- ✓ AI project lifecycle

Outcome

Basic technical understanding of AI concepts.



Final Project

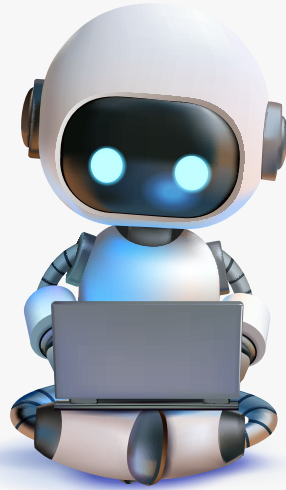
- ✓ Create AI-based workflow for department
- ✓ Prepare AI implementation report
- ✓ Present AI automation idea

Certification Criteria

- ✓ Attendance: 80%
- ✓ Practical Assignments
- ✓ Final Project Submission
- ✓ Online Assessment Test

Target Audience

- ✓ Students
- ✓ HR Professionals
- ✓ Marketing Teams
- ✓ Business Owners
- ✓ Office Staff
- ✓ Managers



Empowering learners to confidently apply AI solutions in real-world scenarios. Preparing you for future-ready careers in an increasingly AI-driven world.




VTechLabs

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