

Basic Computer Certification with AI (SOAI003)

- Module 1: Introduction to Computers and IT Fundamentals
- Module 2: Office Automation Tools
- Module 3: Database Management Fundamentals
- Module 4: Introduction to Artificial Intelligence
- Module 5: Programming and Automation with AI
- Module 6: Web Design and Social Media with AI
- Module 7: Comprehensive AI Application and Final Project

BASICS OF COMPUTER WITH AI

Certification

Course Content

Module 1: Introduction to Computers and IT Fundamentals (Week 1)

- **Basics of Computers:** Generations, classifications, and hardware components.
- **Software Overview:** Operating systems, application software, and system utilities.
- **Introduction to IT:** Data processing, computer networks, and the role of IT in daily life.
- **Digital Awareness:** Basics of cybersecurity, internet etiquette, and digital ethics.

Module 2: Office Automation Tools (Week 2-3)

- **Word Processing Tools (MS Word/Google Docs):** Document creation, editing, templates, and collaboration.
- **Spreadsheet Applications (MS Excel/Google Sheets):** Data entry, formulas, functions, and charts.
- **Presentation Tools (MS PowerPoint/Google Slides):** Designing professional presentations with multimedia elements.
- **Hands-on Practice:** Practical assignments on automating everyday tasks.

Module 3: Database Management Fundamentals (Week 4)

- **Introduction to Databases:** Overview, importance, and basic concepts (tables, queries, forms).
- **Database Management Tools:** Practical introduction to MS Access or Google Forms.
- **Data Storage in AI Context:** Basics of structured and unstructured data for AI tools.

Module 4: Introduction to Artificial Intelligence (Week 5)

- **AI Overview:** History, evolution, and types of AI.
- **AI Tools and Applications:** Introduction to AI-based platforms like ChatGPT, Grammarly, Canva, and more.
- **Ethics and Limitations:** Responsible use of AI and understanding biases.
- **Practical Work:** Exploring and integrating AI tools into basic workflows.

Module 5: Programming and Automation with AI (Week 6)

- **Programming Basics:** Introduction to Python for non-programmers.
- **Logic Building:** Flowcharts, algorithms, and problem-solving techniques.
- **Automation with AI:** Using tools like Zapier, Notion AI, and Python libraries for simple automations.

- **Mini Project:** Develop an AI-driven automated solution for a common problem.

Module 6: Web Design and Social Media with AI (Week 7)

- **Web Design Basics:** Overview of HTML, CSS, and no-code platforms like Wix.
- **AI in Content Creation:** Canva AI, AI video editors, and social media optimization tools.
- **Practical Implementation:** Designing a simple webpage with AI-powered graphics.
- **Case Studies:** AI applications in branding and digital marketing.

Module 7: Comprehensive AI Application and Final Project (Week 8)

- **Problem Solving Using AI Tools:** Identifying and addressing real-world challenges.
- **AI Integration in Business:** Overview of AI applications in productivity, marketing, and customer service.
- **Final Project:** Create a comprehensive solution using the skills learned (presentation and evaluation).
- **Course Wrap-Up:** Career guidance and certification ceremony.

Key Features of the Course

1. **Hybrid Mode:** Flexible online classes with practical offline doubt session.
2. **Comprehensive Curriculum:** Inspired by Advanced Diploma standards with an AI focus.
3. **Hands-On Projects:** Practical assignments tailored for real-world applications.
4. **Industry-Relevant Skills:** Tools and knowledge to excel in IT and AI-driven industries.
5. **Certification:** Recognized by the **School of AI**, validating foundational computer and AI expertise.