

ABOUT THE COURSE:

TOTAL DURATION:	45 HRS
MODE OF DELIVERY	Virtual Instructor led by Industry Experts + Physical Session conducted by FDP faculty
TRAINER TO STUDENT RATIO:	1:60
TOTAL MARKS:	75

Microsoft AI and Digital Skills – Learning Outcomes

Module Name	Topics	Learning Outcomes	Duration (hrs.)
All About AI	History, Ethics, Myths, Applications, Generative AI vs Traditional AI, AI and Jobs	<ul style="list-style-type: none">- Analyze the historical evolution and major breakthroughs in AI.- Evaluate the societal and ethical implications of AI.- Critique myths and misconceptions about AI.- Design a comparison of generative and traditional AI systems.- Propose strategies for adapting to AI-influenced job trends.	5
AI in Sectors (Healthcare, Finance, Transportation)	Applications in Sectors, Job Market, Reskilling	<ul style="list-style-type: none">- Assess the role of AI in various sectors.- Synthesize industry insights to forecast employment trends.- Construct a reskilling roadmap for the AI workplace.	5
Using ChatGPT I & II	Prompt Writing, Educational Use, Creativity, Translation, Technical Problem-Solving	<ul style="list-style-type: none">- Formulate effective prompts for ChatGPT.- Integrate ChatGPT into academic and creative	7

		<p>workflows.</p> <ul style="list-style-type: none"> - Generate structured assignments and original content. - Evaluate ChatGPT responses for quality and relevance. - Devise applications of ChatGPT for multilingual and technical problems. 	
Business Use of ChatGPT	Content, Analysis, HR Tasks, Health Advice	<ul style="list-style-type: none"> - Design AI solutions for business applications. - Evaluate ChatGPT's effectiveness in personal advice and support. - Create efficient workflows incorporating ChatGPT. 	6
Case Studies & Future Trends	Real Use Cases, GPT-4, Bing Integration, Predictions	<ul style="list-style-type: none"> - Analyze business case studies of ChatGPT adoption. - Forecast future trends with GPT-4 and Bing. - Develop strategic use-cases for ChatGPT-Bing synergy. 	5
AI in MS Office Suite	MS Word, Excel, PowerPoint AI Tools	<ul style="list-style-type: none"> - Optimize workflows using AI tools in MS Office. - Evaluate effectiveness of grammar/editing tools. - Construct dynamic presentations using AI templates. 	7
LinkedIn for Students	Profile Building, Networking, Branding	<ul style="list-style-type: none"> - Design a professional LinkedIn profile. - Strategize networking for career visibility. - Evaluate 	5

		LinkedIn analytics to refine presence.	
Digital Safety for Financial Payments	UPI, QR Code Risks, Secure Transactions	<ul style="list-style-type: none"> - Analyze vulnerabilities in digital payment methods. - Formulate secure practices for financial safety. - Evaluate existing frameworks for digital fraud protection. 	5