

Digital Productivity

Description: The Digital Productivity course is designed to equip participants with essential digital skills and knowledge to enhance their productivity in today's technology-driven world. This comprehensive course covers a range of topics including Microsoft Word, Microsoft Excel, Microsoft PowerPoint, digital payments, emerging technologies, and cyber security & data privacy. Participants will gain practical skills and insights that are applicable in both personal and professional contexts.

Learning Objectives	Equip participants with essential digital skills in Microsoft Office, digital payments, emerging technologies, and cyber security for enhanced productivity in personal and professional contexts.
Assessment Criteria	Individual Project Completion
Certification	Joint certification with the logo of TNSDC, Microsoft, and other training partners

Learning Outcomes:

Microsoft Word	<ul style="list-style-type: none">• Proficiency in MS Word basics, including document creation, editing, and formatting.• Mastery of intermediate MS Word skills, such as advanced formatting, tables, and graphics.• Efficient document management, organization, and navigation.• Proficiency in using Ribbon tabs for various functions, simplifying tasks.• Mastery of document formatting, including margins and paragraph indentations using the ruler.• Efficient navigation through documents using the Navigation Pane.• Automatic document correction and proofreading with Spelling and Grammar check.• Skill in grouping shapes and objects for easier manipulation.• Ability to enhance documents with images, captions, icons, and more.• Expertise in displaying documents in different layouts using the View tab.• Proficiency in using bookmarks, indenting, and bullets for report creation.• Skill in optimizing page layout for improved document readability and consistency.• Ability to customize and format tables in Microsoft Word as per individual needs, enhancing document aesthetics and readability.
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	<ul style="list-style-type: none"> • Proficiency in finding and replacing formatting elements throughout large documents, streamlining editing and formatting tasks. • Skill in using special text effects in Microsoft Word to modify and enhance the appearance of text elements. • Competence in creating and managing a table of figures to organize and list images, figures, or tables within a Word document, similar to a table of contents. • Utilization of Tab Stops to precisely align and format paragraphs within a Word document, ensuring consistent and structured content. • Understanding and application of paragraph styles to efficiently apply fonts and spacing consistently across the entire document. • Skill in controlling text behaviour around graphical elements, such as pictures, shapes, and text boxes, to enhance document layout and readability. • Proficiency in inserting mathematical symbols, texts, audio files, videos, and online content using Microsoft Word's equation tools and multimedia integration features. • Knowledge of saving MS Word documents in various formats, including PDF, ensuring compatibility and accessibility for different purposes.
Microsoft Excel	<ul style="list-style-type: none"> • Proficiency in essential Excel functions like data entry, formatting, and calculations. • Mastery of spreadsheet and table creation and formatting. • Effective use of cell referencing, basic and complex formulas. • Skill in data organization, sorting, and filtering. • Proficiency in chart and graph creation for data visualization. • Proficiency in data entry and tabular data storage in Excel. • Utilization of the Page Layout tab for workbook preparation. • Ability to insert, store, update, and analyze data in worksheets. • Proficiency in using Excel's library of formulas for data calculations. • Knowledge of the Freeze Pane function for locking rows and columns. • Skill in using the "Tell Me" Feature to execute functions efficiently. • Competence in creating charts for visualizing data analysis. • Effective use of Auto Fill for populating cells based on patterns or data. • Creation of customized AutoFill lists for efficient data entry. • Skill in sorting and rearranging data to quickly find values. • Mastery of the Copy/Paste function for moving cell contents.

	<ul style="list-style-type: none"> • Understanding of saving, printing, and document protection in Excel. • Proficiency in using Flash Fill to automate data population. • Ability to create hyperlinks for quick access to websites. • Creation and maintenance of a table of contents for worksheet overview. • Skill in generating a Table of Figures (or List of Figures/Tables) in MS Excel for document organization and navigation.
Microsoft PowerPoint	<ul style="list-style-type: none"> • Proficiency in creating engaging and visually appealing presentations. • Mastery of slide creation, layout design, and content placement. • Effective use of themes, templates, and slide transitions for presentation aesthetics. • Skill in incorporating multimedia elements, such as images, videos, and audio. • Competence in crafting compelling narratives and storytelling in presentations. • Ability to create and format charts, graphs, and SmartArt for data visualization. • Proficiency in slide animations and timings for dynamic presentations. • Skill in delivering confident and persuasive presentations to diverse audiences. • Knowledge of presentation exporting options and sharing techniques. • Understanding of accessibility and inclusive design principles in presentations. • Proficiency in navigating through slides within a PowerPoint presentation. • Skill in text formatting to enhance content presentation. • Effective use of bullets and numbered lists for content organization. • Competence in adding various visual elements, including shapes, graphics, and icons. • Utilization of the Zoom option for magnifying specific slide content during presentations. • Integration of Excel for data analysis and chart creation, seamlessly incorporated into presentations. • Proficiency in image editing, formatting, and cropping to suit preferences. • Skill in object editing, formatting, and arrangement for customized slide design.

	<ul style="list-style-type: none"> • Ability to create and save presentations as templates for future use. • Mastery of Slide Master for uniform formatting across all slides. • Understanding and application of slide transitions for visual effects. • Acquiring advanced skills for creating engaging and impactful presentations. • Utilization of SmartArt for unique visual representations, with various layout options.
<p>Cyber Security and Data Privacy</p>	<ul style="list-style-type: none"> • Comprehensive understanding of the principles and importance of data privacy. • Awareness of online risks and threats to personal information and data. • Knowledge of data collection practices by digital media and platforms. • Proficiency in safe internet browsing practices to protect privacy. • Ability to identify and mitigate common online threats like phishing and malware. • Understanding of cyberbullying and strategies to prevent and address it. • Awareness of cybercrime and cybersecurity measures against cyberattacks. • Skill in password protection and creating strong, secure passwords. • Knowledge of antivirus software and firewall usage for device protection. • Effective strategies to prevent and respond to cyberbullying incidents. • Skill in identifying and reporting cyberbullying incidents to appropriate authorities. • Knowledge of password management tools and multi-factor authentication. • Skill in assessing the security of websites and online services before sharing personal information. • Ability to educate others about cyber threats, data privacy, and safe online behaviour.

AI Fluency

Description: AI Fluency offers a comprehensive exploration of artificial intelligence (AI). Participants will learn about AI fundamentals, engage with ChatGPT, harness AI in Microsoft Office applications, leverage AI tools for design, business, and education, and explore AI's potential for social good.

Learning Objectives	Equip participants with AI literacy and practical skills to effectively utilize AI across various domains, including productivity software, design, business, education, and social impact.
Assessment Criteria	Individual Project Completion
Certification	Joint certification with the logo of TNSDC, Microsoft, and other training partners

Learning Outcomes:

All about AI	<ul style="list-style-type: none">• A comprehensive understanding of the history and development of artificial intelligence.• Appreciation of the significance of AI in modern technology and society.• Identification and clarification of common misconceptions and myths surrounding AI.• Insight into real-world applications of AI in everyday life and various industries.• Familiarity with ChatGPT, its capabilities, and applications.• Understanding the differences between AI systems like ChatGPT and traditional search engines.• Proficiency in using ChatGPT for tasks such as generating content, writing emails, creating poems, and more.• Ability to leverage ChatGPT to outline and structure assignments effectively.• Skill in using ChatGPT to seek solutions and insights for complex questions.• Understanding the distinctions between generative AI like ChatGPT and traditional AI systems.• Awareness of the limitations and constraints of ChatGPT in various contexts.• Insight into the effects of AI on the job market and employment landscape.
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Using ChatGPT I	<ul style="list-style-type: none"> • Proficiency in composing effective ChatGPT prompts for desired responses. • Mastery of prompt writing best practices for high-quality results. • Creative content generation for assignments, projects, presentations, events, videos, and songs. • Multilingual communication and text translation using ChatGPT. • Utilizing ChatGPT for educational purposes, including explanations, syllabus understanding, exam preparation, book references, and assignment review. • Seeking assistance with coding, debugging, and solving complex programming problems. • Career counseling, resume building, and interview preparation with ChatGPT. • Ideation and brainstorming for projects, events, and creative content. • Content planning and outlining for assignments and reports. • Efficient language translation for documents and text. • Concept clarification and explanations on complex topics. • Exam readiness through practice questions and topic reviews. • Literature and reference gathering for research. • Assignment enhancement, review, and improvement. • Problem-solving, both technical and non-technical, with ChatGPT's assistance. • Interview practice, including common questions and answers. • Gaining coding and programming insights from ChatGPT. • Generating potential project topics for research. • Brainstorming event ideas and concepts. • Creative content creation, such as writing songs and scripts, with ChatGPT's support.
Using ChatGPT II	<ul style="list-style-type: none"> • Proficiency in using ChatGPT for various business tasks, including social media management, email management, product description writing, and content creation for websites, blogs, research papers, and case studies. • Skill in performing competitor analysis, gathering demographic insights, generating interview questions, job descriptions, and assessments for employees. • Ability to utilize ChatGPT for health-related tasks, such as creating workout plans, exercise routines, nutritional guidance, and mental health support. • Skill in providing personal recommendations for dressing, accessories, travel plans, and preparing food dishes.

	<ul style="list-style-type: none"> • Understanding real-world applications of ChatGPT in various companies and industries, showcasing how businesses are leveraging its capabilities. • Introduction to GPT-4 and Bing integration, including how to use these tools effectively. • Understanding the differences between Bing Chat and ChatGPT, and when to use each. • Examples of using Bing Chat and GPT-4 for tasks like searching for nearby restaurants, obtaining recommendations, accessing educational content and advice, generating content, conducting research, and generating summaries. • Recognizing the limitations of Bing Chat and ChatGPT and how to work around them.
Use of AI in MS Word, Excel, and PowerPoint	<ul style="list-style-type: none"> • Understanding AI-integrated tools available in MS Office, such as Translator, Smart Lookup, and Outlook Suggested Replies. • Proficiency in using MS Editor, an AI-powered tool in MS Word for advanced editing and proofreading. • Mastery of Grammarly integration in MS Word, enhancing grammar and writing quality with AI suggestions. • Skill in utilizing Dictate in MS Word to transcribe spoken words into text with accuracy and efficiency. • Using Copy.ai to generate high level customized content • Mastery of AI-powered tools for MS Excel, including Insert Data from Pictures. • Using ExcellAI to generate complex formulae. • Skill in utilizing Presentation Coach, an AI-powered tool in MS PowerPoint, for enhancing presentation delivery and effectiveness. • Proficiency in using Live Caption and Subtitle features in MS PowerPoint, powered by AI, to provide real-time subtitles and captions during presentations. • Using SlidesGo, and TomeAI for creating dynamic and engaging presentations. • Exploring tips and tricks for effectively utilizing AI tools in MS Office applications. • Understanding best practices, do's and don'ts, while using AI tools to maximize productivity and efficiency in document creation, data analysis, and presentations.
AI Tools for Design	<ul style="list-style-type: none"> • Proficiency in utilizing AI-powered tools for creative design, encompassing various aspects of design tasks. • Mastery of Microsoft Designer, including a comprehensive introduction and practical usage to generate images, and create social media posts, invitations, and posters.

	<ul style="list-style-type: none"> • Skill in effectively using Bing Image Creator to generate graphics tailored to specific needs. • Competency in employing Simplified for meme creation, enhancing your creative capabilities. • Expertise in AI tools for photo editing, with a focus on Pixelcut for background removal and image enhancement. • Proficiency in using Pixelcut to seamlessly remove backgrounds and enhance the visual appeal of images. • Skill in harnessing AI tools for video editing, emphasizing InVideo's capabilities in generating scripts and videos through AI assistance. • Mastery of InVideo, including script creation and video generation, enhancing your video marketing efforts. • Competency in utilizing AI tools for sound editing, specifically Beatoven, for generating royalty-free music to elevate your video content. • Proficiency in leveraging Beatoven to create music that perfectly complements your video productions.
Other AI tools and AI for Social Good	<ul style="list-style-type: none"> • Understanding how educators can effectively use ChatGPT for project development and question paper creation. • Proficiency in using Education Copilot for various teaching applications, enhancing the education process. • Mastery of QuillBot for rephrasing and improving business communications. • Skill in utilizing Contlo for emailer designing, enhancing business marketing strategies. • Ability to generate a business name and secure the domain using the Business Name Generator. • Skill in designing a logo using Turbologo for branding. • Proficiency in generating a website using Durable, enhancing online business presence. • Mastery of creating a presentation deck using Beemer for effective business pitches. • Awareness of privacy concerns related to AI tools and their impact on data security. • Understanding potential risks of data theft associated with AI tools. • Exploring real-life examples of information misuse through AI. • Proficiency in safeguarding data from potential AI tool attacks. • Knowledge of actions to take if your data is compromised online. • Introduction to the concept of using AI for social good and its significance.

	<ul style="list-style-type: none">• Examples of AI-driven initiatives aimed at addressing social issues and creating positive impact.• Understanding the basic ethics of AI in the context of social good applications.
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Employability Skills

Description: The Employability Skills course is designed to empower participants with a comprehensive skill set crucial for career success. It covers a wide range of essential topics, including LinkedIn profile optimization to build a strong professional presence, crafting compelling resumes, effective online job search strategies, honing soft skills vital for workplace interactions, interview preparation techniques, and fostering a culture of continuous learning and certification. This course provides practical, real-world insights and tools to help participants not only secure employment opportunities but also excel in their chosen careers.

Learning Objectives	The course aims to empower participants with the skills and knowledge needed to enhance their employability. By the end, participants will excel in profile management, resume creation, job searching, soft skills, interview performance, and lifelong learning, enabling them to thrive in their careers.
Assessment Criteria	Individual Project Completion
Certification	Joint certification with the logo of TNSDC, Microsoft, and other training partners

Learning Outcomes:

LinkedIn Profile Management	<ul style="list-style-type: none"> • Comprehensive understanding of what LinkedIn is and its role in professional networking. • Familiarity with key facts and figures about LinkedIn, including its user base and significance in the professional world. • Proficiency in navigating LinkedIn's home page and accessing its various features. • Skill in utilizing the Jobs section of LinkedIn for job search and career advancement. • Mastery of the Messaging section for effective communication with connections and potential employers. • Competency in managing connections and leveraging the My Network section to expand professional networks. • Understanding the My Feature section and its role in enhancing LinkedIn functionality. • Ability to create a professional LinkedIn profile, including adding relevant information, skills, and achievements. • Skill in conducting job searches on LinkedIn to find suitable career opportunities.
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