AI and GenAI Essentials for Non-Tech Professionals

Course Duration	1 day (8 Hours)
Time Division	**Break:** 1 hr. 15 Minutes/day **Session:** 6 Hrs. 45 Minutes /day
Target Audience	Non-IT Persons
Course Objectives	Understand core AI concepts, machine learning, and industry applications.
	Craft and fine-tune prompts for AI models effectively.
	Communicate AI concepts, visualize data, and integrate AI insights into the organization document.
Course Outcomes	Gain an AI foundation to apply solutions in industrial contexts.
	Communicate AI concepts, create visualizations, integrate insights, and drive decisions.

Important Note:

Courseware – Reference material/PPT will be provided.

Module 01: AI Fundamentals (2 Hours)
- Introduction to Artificial Intelligence
    - Definition and scope
    - History and evolution
- Types of AI: From Narrow to General Intelligence
    - Narrow AI
    - General AI
    - Superintelligent AI
- Machine Learning Basics: Supervised, Unsupervised, and Reinforcement Learning
    - Supervised learning
    - Unsupervised learning
    - Reinforcement learning
- Deep Learning Fundamentals: Neural Networks, CNNs, RNNs
    - Neural networks
    - Convolutional Neural Networks (CNNs)
    - Recurrent Neural Networks (RNNs)
- AI Applications Across Industries
    - Healthcare
    - Finance
    - Retail
    - Manufacturing

Module 02: ChatGPT and Copilot for Daily Communication (4 Hours)

- Introduction to AI Integration with Excel and Communication Tools
    - Identify insights with Copilot in Excel
    - Basic Data Analysis and Visualization in Excel
- Incorporating AI-driven insights in Daily Conversations-
    - Email - Copilot
    - Using ChatGPT for communications
- Incorporating AI-driven insights in Text
    - Draft your document
    - Transform your document
- Incorporating AI-driven insights in PowerPoint
    - Add a slide or image
    - Summarize presentation
    - Organize presentation

- Hands-On: Performing multiple tasks Copilot and Google AI studio using various prompts for text, image, PowerPoint, excel etc.

Module 03: Importance of Analytical Thinking with AI Tools (1 Hour)
- Understanding Analytical Thinking in the Context of AI
  - Definition and significance
  - Key principles
- Enhancing Decision-Making Skills with Analytical Thinking
  - Techniques for critical analysis
  - Practical exercises
- Applying Analytical Thinking to AI Tools
  - Use cases and applications
  - Problem-solving strategies
- Case Studies on Analytical Thinking in AI Projects
  - Real-world examples