Course Name	Al Essentials for Professionals
Course Duration	1 Days (8 Hours)
Target Audience	Anyone who is interested in exploring the world of AI.
Course Objectives	Understand core Al concepts, machine learning and industry applications.
	Craft and fine-tune prompt for Al models effectively.
	Communicate Al concepts, visualize data, and integrate Al insights into the organization document.
Course Outcomes	Gain an Al foundation to improve Productivity using Al tools.
	Communicate Al concepts, create visualizations, integrate insights, and drive Decisions usin Al s stems.

Important Note:
Courseware — Reference Materials/PPT will be provided by Koenig.

Module 1	Al Fundamentals	Duration
1.1	Introduction to Artificial Intelligence • Definition and scope • History and evolution	120 min
1.2	Types of Al: From Narrow to General Intelligence Narrow Al General Al • Superintelligent Al	
1.3	Building Machine Learning Model in Excel (without Coding) • Predictive Analytics in Excel • Handson Exercise	
1.4	Introduction to Generative Al • Basics of Generative Al • Types of Generative Al tools • Comparison between GPT, Gemini, Perplexity etc. • Use cases of all these latforms	
Module 2	Prompt Engineering Mastery	
2.1	Understanding Prompt Engineering: Basics and Importance Definition and significance • Key principles	30 min

2.2	Crafting Effective Prompts for Al Models
	   • Techniques for prompt formulation Examples
	      and best practices	

2.3	Multimodal Al
	   • Text Generation for Email Writing/PPT
	     generation
	   • Image Generation Audio Generation	

Module 3	Using Al to Improve Productivity	
3.1	Using ChatGPT/Gemini for Basic Data Analysis and Visualization • Data analysis usmg Al	
3.2	Using Al tools for Brainstorming (Google Gemini) Handson Exercise	
3.3	Demonstration of Copilot in Office 365/0utlook for HR/Finance/Operations/IT	60 min
Module 3	Using Al to Improve Productivity	
3.1	Using ChatGPT/Gemini for Basic Data Analysis and Visualization Data anal sis usin Al	90 min
3.2	Using Al tools for Brainstorming (Google Gemini) Handson Exercise	
3.3	Demonstration of Copilot in Office 365/0utIook for HR/F1nance/O erations/IT	
Module 4	Build your own copilot with Copilot Studio	
4.1	How Copilot Studio Works	60 min
4.2	Introduction to (RAG i.e. add your own data)	
4.3	Handson demo on Copilot Studio	

Concluding Session with Q & A and Interactive Quiz.