KOENIG · COURSE OUTLINE

# AI in Microsoft Office for Educators & Other AI Tools

Learn to use ChatGPT and other AI tools for lesson planning, assessments, presentations, videos, and inclusive learning activities.

| 16 Hours | 10 | 21 |
| --- | --- | --- |
| DURATION | MODULES | TOPICS |

## COURSE OVERVIEW

If you're someone who's been intrigued by the buzz around Artificial Intelligence (AI), and are curious to learn how it can revolutionize the education sector, then this course is tailor-made for you. This course is designed to be flexible and accessible for educators of all levels - whether you're working in primary, secondary, or higher education settings, and no matter what subject you teach. You'll learn how to effectively integrate AI tools and resources into your daily classroom tasks and activities, so that you can engage your students in new and exciting ways.

## WHO THIS COURSE IS FOR

**The intended learners for this course would likely be teachers, or educators at any level, who are interested in incorporating AI into their teaching practice**

## LEARNING OBJECTIVES

- Explain core concepts of AI and ChatGPT for education
- Apply prompts in ChatGPT for unit and lesson planning
- Identify AI tools for creating presentations and slides
- Use Diffit to build and support assessments
- Create videos with Pictory for classroom content
- Generate lesson activities and feedback using Eduaide and Magic Tools
- Combine internet search and ChatGPT using Perplexity
- Apply Goblin Tools to support neurodivergent learners

COURSE SYLLABUS

# 10 Modules, 21 Topics

**01**

## Introduction and Overview of AI & ChatGPT

**TOPICS**

ChatGPT and AI Overview · Getting Started with ChatGPT · Prompts for ChatGPT · Unit and Lesson Planning · 20 More Uses of ChatGPT with Prompts

**02**

## AI Tools for Educators

**TOPICS**

Introduction to AI Tools for Educators · Presentations

**03**

## AI for Assessments

**TOPICS**

Diffit

**04**

## AI for Video Creation

**TOPICS**

Pictory Overview · Pictory Continued

**05**

## AI for Presentations

**TOPICS**

Alayna Slides Generator · SlidesAI · Gamma

**06**

## AI for Lesson Creation, Assessments, Feedback, Activities and MORE!

**TOPICS**

Eduaide · Magic Tools · Alayna

**07**

## Internet and ChatGPT Combined

**TOPICS**

Perplexity

**08**

## AI for Activities of All Kinds

**TOPICS**

Curipod · Autoclassmate

**09**

## AI for Generating Flashcards Instantly

**TOPICS**

Wisdolia

**10**

## AI for Neurodivergent Learners

**TOPICS**

Goblin Tools

WHAT IS INCLUDED

## Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

## Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

## Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

### Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com