

AI Course: From Zero to Confident

A beginner-friendly, 60–90 day journey into the world of Artificial Intelligence — no technical background required. Whether online or offline, this course gives you practical AI skills you can use at work, at home, and everywhere in between.

BEGINNER FRIENDLY | 60–90 DAYS | ONLINE / OFFLINE

Course Roadmap

What You'll Learn

This course is structured into 7 practical modules, each building on the last — taking you from the basics of AI all the way to real-world office productivity tools.

01

Introduction to AI

What AI is, its history, and how it's already part of your daily life

02

Computer & Internet Skills

Essential digital skills to confidently use AI tools

03

Understanding AI Tools

Explore the top free and paid AI tools available today

04

AI for Text & Writing

Write emails, articles, and content using AI

05

AI for Images & Graphics

Generate stunning visuals and edit photos with AI

06

AI for Video & Audio

Create videos, voiceovers, and polished audio content

07

AI in Office Work

Supercharge your productivity with AI-powered documents and data

Module 1: Introduction to AI

Before diving into tools and techniques, it's important to understand what AI actually is — and why it matters. This foundational module covers the history, evolution, and core concepts behind artificial intelligence.

What Is AI?

Artificial Intelligence refers to computer systems that can perform tasks that typically require human thinking — like recognizing speech, making decisions, or generating text.

History & Evolution

From Alan Turing's 1950 "thinking machine" concept to today's large language models — AI has evolved dramatically over seven decades of research and breakthroughs.

AI vs. ML vs. Deep Learning

AI is the broad field. Machine Learning is a subset that learns from data. Deep Learning is a further subset using layered neural networks — the engine behind modern AI.

AI Is Already Around You

You don't have to look far to find AI in action. It's woven into the apps and services you use every single day — often without you even noticing.



📱 Mobile Apps

Siri, Google Assistant, face unlock, and smart photo sorting all run on AI.



🏦 Banking

Fraud detection, credit scoring, and personalized financial advice use AI algorithms.



📲 Social Media

Your feed, ads, and suggested friends are all curated by AI recommendation engines.



🛒 Shopping

"You might also like..." is powered by AI that learns your preferences over time.



🎓 Education

Adaptive learning platforms, instant tutoring, and smart assessments are transforming classrooms.

Module 2: Basic Computer & Internet Skills for AI

Not comfortable with computers yet? No problem. This module ensures every learner has the foundational digital literacy needed to navigate AI tools confidently — from browsing the web to understanding how cloud-based AI works.

What You'll Practice

- Navigating a computer or tablet with ease
- Using search engines effectively to find AI resources
- Understanding how AI is embedded in everyday mobile apps
- Accessing and using cloud-based AI tools from any device

Why This Matters

Many beginners feel intimidated by AI simply because they're not yet comfortable with basic digital tools. This module removes that barrier — building confidence step by step so you can focus on learning AI without frustration.

No prior tech experience needed. If you can send a text message, you can learn this!

Module 3: Understanding AI Tools

The AI tools landscape can feel overwhelming at first. This module gives you a clear map — helping you understand what's free, what's paid, and which tools are right for your goals.



ChatGPT

OpenAI's flagship conversational AI. Write, brainstorm, summarize, code, and more — all through natural conversation.



Google Gemini

Google's AI assistant integrated across Search, Docs, and Gmail — ideal for productivity and research.



Microsoft Copilot

Built into Microsoft 365, Copilot helps you draft Word documents, summarize emails, and analyze Excel data automatically.



Canva AI + Adobe Firefly

AI-powered design tools that help anyone create professional graphics, presentations, and visuals — no design degree required.



Bing Image Creator

Microsoft's free AI image generator — just type a description and watch it bring your imagination to life in seconds.

Module 4: AI for Text & Writing

One of the most immediately useful AI skills you can develop is using AI to write. Whether you're crafting a professional email, a compelling social media post, or a full article — AI can help you write faster, smarter, and with more confidence.

✉️ Emails

Draft professional emails in seconds. AI helps with tone, structure, and phrasing — even for difficult conversations.

📝 Articles & Content

Generate blog posts, reports, and long-form content with clear outlines and polished prose.

📱 Social Media

Create engaging captions, hashtags, and platform-specific content for Instagram, LinkedIn, Twitter, and more.

🎬 Scripts

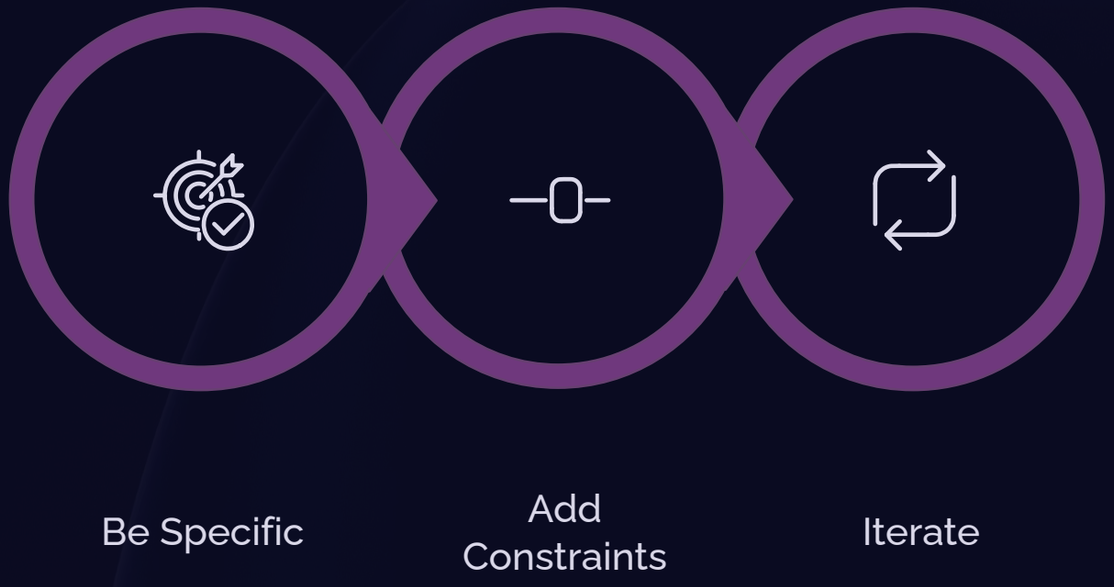
Write video scripts, YouTube intros, podcast outlines, and presentation narratives with AI assistance.



Module 4 Deep Dive

The Power of Prompts

A **prompt** is simply the instruction you give to an AI tool — and how you write that prompt determines the quality of the result. Learning to write effective prompts is the single most valuable skill in this entire course.



Think of it this way: asking AI "write something about dogs" will get you a generic result. But "write a 100-word Instagram caption about adopting shelter dogs, with an uplifting and conversational tone" will get you something ready to post. Specificity is everything.



Module 5: AI for Images & Graphics

You don't need design skills to create stunning visuals anymore. AI image tools have democratized graphic design — allowing anyone to generate professional-quality images, posters, and social media graphics from a simple text description.

What You'll Create

- Eye-catching posters and banners for events or businesses
- Logo concepts and brand identity visuals
- Custom social media graphics sized for every platform
- Enhanced and background-removed product photos

Tools You'll Use

- **Canva AI** — drag-and-drop design with smart AI features
- **Adobe Firefly** — professional-grade generative imagery
- **Bing Image Creator** — free, fast, and surprisingly powerful
- **AI Photo Editors** — remove backgrounds, enhance quality

Module 6: AI for Video & Audio

Video and audio content creation used to require expensive equipment and technical expertise. AI has changed that completely. This module teaches you how to create polished video and audio content using nothing but your ideas and a few clicks.



AI Video Creation

Turn text scripts into fully produced short videos using tools like Pictory, InVideo, or Runway — no filming required.



Text-to-Video

Type a description and watch AI generate an animated or illustrated video clip within minutes.



Voice Generation

Generate realistic AI voiceovers in multiple languages and accents — perfect for explainer videos and podcasts.



Background Noise Removal

Clean up audio recordings automatically — remove background noise, echo, and distortion with a single click.



AI Video Editing

AI assistants can auto-cut, caption, and enhance your videos — dramatically reducing editing time and effort.

Module 7: AI in Office Work

The final module is where everything comes together for your career. AI can dramatically boost your productivity in everyday office tasks — from analyzing data in Excel to generating entire PowerPoint presentations in seconds.

📊 Excel & Data Work

Use AI to write formulas, summarize data sets, create charts, and interpret trends — without needing to be a spreadsheet expert.

📊 Auto-Generate Presentations

Tools like Gamma, Tome, and Copilot can generate complete, designed PowerPoint presentations from a single paragraph of text.

🌎 AI Translations

Instantly translate documents, emails, and communications into dozens of languages with near-human accuracy.

📄 Professional Documents

Create polished resumes, invoices, cover letters, and official business letters using AI templates and writing assistance — in minutes, not hours.

Course Summary

Your AI Journey Starts Now

In just 60–90 days, you'll go from complete beginner to confident AI user — equipped with real, practical skills that make a difference in your daily work and life. Here's a snapshot of what you'll walk away with:

7	10+	90	0
Modules	AI Tools	Days Max	Prerequisites
Comprehensive, beginner-friendly lessons	Hands-on experience with the top tools	Complete the course at your own pace	No technical background needed

Ready to begin? Every expert was once a beginner. Your first step is simply deciding to start — and you've already done that.