AI for Beginners

Program Guideline Document

A practical, beginner-friendly program to understand Artificial Intelligence, Conversational AI tools, responsible usage, and everyday productivity applications.

Field	Details
Program Name	AI for Beginners
Recommended Duration	35 hours; adaptable for self-paced online course
Target Audience	Students, teachers, working professionals, beginners, and non-technical users
Delivery Mode	Self-paced LMS, demonstrations, practical exercises, and quizzes
Document Version	Version 1.0

1. Program Overview

AI for Beginners is designed to help learners understand Artificial Intelligence in simple, practical language. The program avoids heavy technical jargon and uses everyday examples such as Google Maps, YouTube recommendations, Gmail spam filtering, face unlock, and AI chat tools to make learning easy and relatable.

The course builds confidence gradually: learners first understand what AI is, then explore Conversational AI tools such as ChatGPT, Gemini, and Copilot, and finally apply AI responsibly for learning, communication, productivity, and creative tasks.

2. Program Objectives

- Explain the meaning of Artificial Intelligence in simple language.
- Differentiate between traditional software, Narrow AI, Machine Learning, and Generative AI.
- Use Conversational AI tools for basic text-based tasks, idea generation, summarization, and learning support.
- Write clear and effective prompts for better AI responses.
- Recognize limitations of AI, including hallucinations, bias, privacy risks, and the need for human verification.
- Apply responsible AI practices while using AI tools in academic, professional, and personal contexts.

3. Target Audience and Entry Requirements

- Learners who are completely new to Artificial Intelligence.
- School and college students who want to understand AI foundations.
- Teachers, trainers, and professionals who want to use AI tools in daily work.
- Business users who want to improve productivity using AI without coding knowledge.
- No prior programming, mathematics, or technical background is required.

4. Expected Learning Outcomes

Outcome ID	Learning Outcome
LO1	Define AI and explain how it learns from examples and patterns.
LO2	Identify common AI examples used in daily life and workplace activities.
LO3	Use Conversational AI tools to ask questions, draft content, summarize text, and generate ideas.
LO4	Prepare effective prompts using role, task, context, format, and constraints.
LO5	Verify AI outputs before using them in important academic or official work.
LO6	Follow basic responsible AI practices related to privacy, fairness, accuracy, and transparency.

5. Course Structure

Unit	Module	Key Coverage	Suggested Duration
1	Introduction to AI	Meaning of AI, Artificial vs natural intelligence, examples from daily life	4 hrs
2	Types of AI	Narrow AI, Machine Learning, Generative AI, examples and differences	4 hrs
3	Introduction to Conversational AI	LLMs, ChatGPT, Gemini, Copilot, how chat-based AI tools work	4 hrs
4	Prompt Writing Basics	Prompt structure, role/task/context/format, examples and practice	5 hrs
5	Using AI for Learning and Work	Summaries, emails, reports, brainstorming, lesson support, productivity use cases	5 hrs
6	AI Tools for Media and Creativity	Image, audio, video, presentation, and content generation concepts	4 hrs
7	Responsible AI and Safety	Hallucination, bias, privacy, copyright awareness, safe and ethical	5 hrs

		use	
8	Practice, Quiz, and Final Activity	Practical assignment, knowledge check, feedback, and completion review	4 hrs

Note: The duration may be adjusted based on learner profile, LMS design, classroom availability, and the level of practical activities included.

6. Delivery Methodology

- Use short video lessons supported by simple visuals and everyday examples.
- Include demonstrations of common AI tools wherever possible.
- Use quizzes after each unit to reinforce key concepts.
- Encourage learners to verify AI outputs and discuss limitations instead of accepting answers blindly.

7. Unit-wise Guideline for Content Development

Topic	Guideline	Instructional Tip
Unit 1a: What is AI?	Use child-learning analogy, dog recognition example, AI in daily life, and plain-language definition.	Keep explanations simple and avoid technical formulas.
Unit 1b: Types of AI	Explain Narrow AI, Machine Learning, and Generative AI with Gmail, YouTube, Spotify, ChatGPT, and face unlock examples.	Use comparison tables and quick visual examples.
Unit 1c: Conversational AI	Introduce LLMs and tools such as ChatGPT, Gemini, and Copilot. Explain that answers may vary and must be checked.	Include tool interface screenshots or demo scenes where suitable.
Prompting Basics	Teach learners how to write prompts with task, context, role, format, tone, and constraints.	Show weak prompt vs improved prompt examples.
Responsible AI	Cover hallucination, fact-checking, privacy, sensitive data, bias, and human review.	Use workplace and school examples to make the topic practical.

8. Suggested Learner Activities

- Ask an AI tool to explain AI in simple words and then rewrite the answer for a Class 5 student.
- Compare responses from two AI tools for the same question and identify differences.
- Write a prompt to generate an email, summary, checklist, or short training script.
- Find one AI-generated fact and verify it from a reliable external source.
- Create a simple personal productivity use case using Conversational AI.
- Prepare a short reflection on how AI can support learning or work without replacing human judgement.

9. Assessment and Evaluation Strategy

Assessment Component	Description	Recommended Weightage

10. Completion Criteria

- Complete all mandatory video lessons or classroom sessions.
- Attempt unit-wise quizzes and achieve the required passing score set by the training provider.

- Complete at least one practical prompt-writing activity.
- Understand and acknowledge responsible AI usage guidelines.
- Submit feedback or final reflection where applicable.

11. Responsible AI Usage Guidelines for Learners

- Do not enter confidential, personal, financial, or sensitive organizational information into public AI tools.
- Verify important facts, statistics, names, dates, and legal or technical claims from reliable sources.
- Use AI as a support tool, not as a substitute for human judgement.
- Review and edit AI-generated content before submitting or publishing it.
- Avoid copying AI-generated work without understanding it or giving required credit where applicable.
- Be aware that AI tools can produce incorrect, biased, incomplete, or outdated responses.