

AI Power User



Learn it. Use it. Master it.

Use the best AI tools like a pro, with zero coding.

120

TOTAL HOURS

19

DAYS

15

LEARNING DAYS

3

PROJECT DAYS

TOOLS YOU WILL USE

ChatGPT

Claude

Gemini

Perplexity

NotebookLM

Gamma

Canva AI

Leonardo

Runway

ElevenLabs

CapCut AI

Looker Studio

Lovable

Framer AI

● Hands-on

● Tool-first

● Real projects

● Certificate on completion

120 hours | 19 days | No coding required

Tools may be swapped for the latest equivalents.

PROGRAM OVERVIEW

From Day 1 to Certificate

What you learn, use and build, in one page.

120

TOTAL HOURS

19

DAYS

15

LEARNING DAYS

3

PROJECT DAYS

HOW THE 19 DAYS WORK

Days 1-15 | 90 hrs

6 hrs per day: 4 hrs in class plus a 2 hr home task. Every day ends with something you can show.

Days 16-18 | 24 hrs

8 hrs per day: your capstone project, built at home with mentor check-ins each evening.

Day 19 | 6 hrs

Presentations, jury feedback, awards and certificates.

SKILLS YOU WILL GAIN

Write powerful prompts

Get precise, reliable results from any AI for any task.

Research with verified sources

Find answers fast and confirm every claim.

Create decks, images, video, voice

Produce professional media in minutes.

Analyse data, build dashboards

Turn raw numbers into clear insights.

Launch a live portfolio website

Publish a real site you can share.

Prepare for interviews and jobs

Practise, research and negotiate with AI.

Use AI safely and ethically

Protect privacy, respect copyright, stay honest.

TOOL STACK

ChatGPT

Claude

Gemini

Perplexity

NotebookLM

Gamma

Canva AI

Leonardo

Runway

ElevenLabs

CapCut AI

Looker Studio

Lovable

Framer AI

+ more added each batch

3RD YEAR | THIS PROGRAM

AI Power User

Uses tools

4TH YEAR

AI Builder

Connects tools into systems

A TYPICAL 6-HOUR LEARNING DAY

1 hr

2 hr

1 hr

2 hr

CONCEPT

A short, clear explanation of the idea and why it matters.

LIVE HANDS-ON

Build along with the mentor, step by step, on real tools.

MINI CHALLENGE

A timed task to test what you just learned.

HOME TASK

Apply it to your own life and finish a shareable output.

WHO IS THIS FOR

Any 3rd-year student: coding or non-coding, tech or non-tech. No prior AI knowledge needed. Hands-on, tool-first, real projects, and a certificate on completion.

01

DAY 01 | 4 HRS IN CLASS + 2 HRS HOME

AI Foundations: How AI Actually Thinks

ChatGPT

Claude

Gemini

WHAT YOU WILL ACHIEVE

Build a clear mental model of what modern AI is and is not, and get hands-on with the three leading assistants so every later day starts on solid ground.

IN CLASS | 4 HOURS

1h

1h

1h

1h

1h

What is AI, ML, GenAI and LLM, explained with everyday examples. Myths vs reality.

See how the terms nest inside each other, and bust myths like "AI understands like a human" and "AI always tells the truth".

1h

Live tour: the same task on ChatGPT, Claude and Gemini. Compare answers, speed, tone and strengths.

One prompt, three tools. Note differences in depth, formatting, speed and personality so you know when to pick which.

1h

Under the hood in plain language: tokens, context window, memory, free vs paid limits.

Tokens are word pieces, the context window is short-term memory, and plan limits decide how much you can do per day.

1h

Hands-on: set up accounts and try 10 real-life prompts (study, travel, shopping, career).

Create accounts, adjust basic settings and save the prompts that gave you genuinely useful answers.

TOOL SPOTLIGHT

ChatGPT

Versatile all-rounder with strong voice, image and search features.

Claude

Careful long-form writing, document analysis and step-by-step reasoning.

Gemini

Deep Google integration and strong handling of images and mixed inputs.

PRO TIPS

- ◆ Use identical wording across tools so the comparison is fair.
- ◆ Note the date and plan (free or paid) beside each result.
- ◆ Never paste personal or confidential data while testing.

HOME TASK | 2 HOURS

Ask the same 5 questions to all 3 AIs; build a comparison table with your verdict.

- 1 Pick 5 varied questions: a fact, a creative task, advice, a calculation and a local-context query.
- 2 Score each answer for accuracy, clarity and tone from 1 to 5 in a simple table.
- 3 Write a one-line verdict on which tool you would use for what, and why.

TODAY'S OUTPUT

Personal AI comparison sheet

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

02

DAY 02 | 4 HRS IN CLASS + 2 HRS HOME

Prompt Engineering, Level 1

ChatGPT

Claude

Gemini

WHAT YOU WILL ACHIEVE

Learn a repeatable formula for writing prompts so results come out specific, usable and consistent instead of being a matter of luck.

IN CLASS | 4 HOURS

1h

1h

1.5h

0.5h

1h

Anatomy of a great prompt: Role, Task, Context, Format, Tone.

A five-part checklist: who the AI should be, what it must do, the background facts, the output shape and the voice.

1h

Techniques: examples, step-by-step thinking, constraints, asking AI to question you.

Show a sample of what you want, request reasoning steps, set hard limits, and let the AI interview you before it answers.

1.5h

Live makeovers: turn weak prompts into powerful ones and compare the results.

Start from a vague prompt like "write about exams" and rebuild it layer by layer, comparing the output after every change.

0.5h

Prompt battle: class challenge, best output wins.

Teams get the same brief. The class votes on the strongest result and discusses exactly why it won.

TOOL SPOTLIGHT

ChatGPT

Custom instructions let you store your standard role and tone once.

Claude

Follows long, detailed instructions well and keeps structure steady.

Gemini

Quick for drafts and for tasks that touch Google apps.

PRO TIPS

- ◆ Specific beats long. Add the audience and the goal.
- ◆ Ask for the format you want: table, bullets, 100 words.
- ◆ If the first answer is off, give feedback and iterate instead of starting over.

HOME TASK | 2 HOURS

Build your own Prompt Library of 15 reusable prompts for study, work and daily life.

- 1 Sort prompts into three groups: study, work and daily life.
- 2 Write each one as a fill-in-the-blank template using [brackets] for the parts that change.
- 3 Test every prompt at least twice and refine the wording until results are reliable.

TODAY'S OUTPUT

Personal Prompt Library

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

03

DAY 03 | 4 HRS IN CLASS + 2 HRS HOME

AI Research Assistant

Perplexity

Gemini Deep Research

ChatGPT Search

WHAT YOU WILL ACHIEVE

Use AI answer engines to find and verify information quickly while keeping the habit of checking the original sources.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

Search engine vs AI answer engine: when to use which.

A search engine gives links to read, an answer engine reads them for you. Learn which fits quick facts, comparisons or exploration.

1.5h

Perplexity: sources, focus modes, follow-up questions, collections.

Switch focus modes, narrow results with follow-ups and organise your threads into Collections by topic.

1h

Deep Research tools: a multi-page cited report in minutes.

Approve the research plan, let the tool work, then read the finished report with a critical eye.

0.5h

Fact-check drill: verify AI claims against original sources.

Open each cited link, confirm the claim is really there, and flag references that are wrong or out of date.

TOOL SPOTLIGHT

Perplexity

Cited answers with follow-up questions and saved collections.

Gemini Deep Research

Long, multi-page reports built from many sources.

ChatGPT Search

Conversational answers backed by live web links.

PRO TIPS

- ◆ Prefer primary sources: government sites, journals, company reports.
- ◆ Check publication dates. Old facts look new in AI answers.
- ◆ Cross-check any surprising number in two independent sources.

HOME TASK | 2 HOURS

Write a 2-page research brief on a topic of your choice with 5 verified sources.

- 1 Choose a narrow, interesting question rather than a huge topic.
- 2 Collect findings with AI, then open every source yourself to confirm them.
- 3 Write the brief: short intro, key findings and a clean source list.

TODAY'S OUTPUT

Cited research brief

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

04

DAY 04 | 4 HRS IN CLASS + 2 HRS HOME

Study Smarter with NotebookLM

NotebookLM

Claude

ChatGPT

WHAT YOU WILL ACHIEVE

Turn your own notes, PDFs and videos into an interactive study system that answers only from your material.

IN CLASS | 4 HOURS

1h

1h

1h

1h

1h

Upload PDFs, notes and videos as sources; instant summaries and key points.

Add textbooks, slides, notes and video links, then get instant summaries, key terms and suggested questions.

1h

Ask questions with citations; build mind maps and study guides.

Every answer points to the exact passage in your sources. Generate mind maps and structured study guides.

1h

Audio Overviews (AI podcast), flashcards and practice quizzes.

Convert a chapter into a two-host podcast, then test yourself with auto-made flashcards and quizzes.

1h

Design a complete AI study system for one subject.

Plan a weekly loop: ingest, summarise, quiz, revise and track weak topics.

TOOL SPOTLIGHT

NotebookLM

Grounded in only the sources you upload, so answers stay on topic.

Claude

Rewrites and simplifies complex explanations for you.

ChatGPT

Extra practice questions and quick one-to-one tutoring.

PRO TIPS

- ◆ Use clean, readable sources. Poor scans give poor answers.
- ◆ Ask it to explain like you are new to the topic.
- ◆ Always verify exam-critical facts in your textbook.

HOME TASK | 2 HOURS

Convert one syllabus unit into notes, a quiz and a mini podcast.

- 1 Gather the unit's textbook pages and your class notes as sources.
- 2 Generate a study guide, a 10-question quiz and an audio overview.
- 3 Review your mistakes and add weak topics to a revision list.

TODAY'S OUTPUT

Mini study pack

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

05

DAY 05 | 4 HRS IN CLASS + 2 HRS HOME

AI Writing, Emails and Resume

ChatGPT

Claude

Canva

WHAT YOU WILL ACHIEVE

Write clear, professional communication and a job-ready resume that reads like you, not like a template.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

Professional emails, applications and reports in exactly the right tone.

Match tone to the reader: a professor, a recruiter or a client each expects something different.

1.5h

ATS-friendly resume and cover letter: structure, keywords, quantified achievements.

Applicant tracking systems scan for keywords. Use clean structure, words from the job post and numbers that show impact.

1h

Edit, rewrite and shorten: tone control, grammar, clarity.

Slide the tone from formal to friendly, fix grammar and cut a paragraph to three lines without losing meaning.

0.5h

Keep it original: add your own voice, avoid generic AI text.

Add real stories and specifics, and remove the filler phrases that make writing sound machine-made.

TOOL SPOTLIGHT

ChatGPT

Fast drafts and many variations to choose from.

Claude

Polished, natural long-form tone for letters and reports.

Canva

Clean visual layout when a designed resume is needed.

PRO TIPS

- ◆ Quantify: "managed 40 members" beats "managed a team".
- ◆ Keep to one page with simple fonts. Skip tables and graphics for ATS.
- ◆ Never invent experience. Be ready to explain every line.

HOME TASK | 2 HOURS

Finalise your resume and a tailored cover letter for one real job posting.

- 1 Paste the job description and pull out the top keywords.
- 2 Rewrite each bullet with a strong verb and a measurable result.
- 3 Read it aloud and edit until it sounds like you.

TODAY'S OUTPUT

Job-ready resume

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

06

DAY 06 | 4 HRS IN CLASS + 2 HRS HOME

AI Presentations and Design

Gamma

Canva AI

Napkin AI

WHAT YOU WILL ACHIEVE

Tell a convincing story visually and produce polished decks, posters and diagrams in minutes.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

Storytelling structure: hook, problem, solution, proof, ask.

The five-beat structure behind pitches that stick, with examples from real startup and class presentations.

1.5h

Gamma: generate, restyle and polish a complete deck in minutes.

Generate from an outline, switch themes, fix layouts and trim text so slides stay light.

1h

Canva AI: posters, infographics, brand colours and fonts.

Build posters and infographics with a consistent palette, using AI tools for quick edits.

0.5h

Napkin AI: turn plain text into clean diagrams.

Paste a paragraph and turn it into a flow, cycle or comparison diagram in one click.

TOOL SPOTLIGHT

Gamma

Fastest route from an outline to a finished deck.

Canva AI

Flexible design for posters, social posts and infographics.

Napkin AI

Turns plain text into clear, shareable diagrams.

PRO TIPS

- ◆ One idea per slide. Keep text to roughly 30 words.
- ◆ Stick to two fonts and three colours across the deck.
- ◆ Start with a hook, not with your name or agenda.

HOME TASK | 2 HOURS

Create a 10-slide deck on a topic you love.

- 1 Outline the deck using the five-beat story.
- 2 Generate it in Gamma, then replace weak images and long text.
- 3 Add one diagram and rehearse a 3-minute talk.

TODAY'S OUTPUT

10-slide deck

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

07

DAY 07 | 4 HRS IN CLASS + 2 HRS HOME

AI Image Creation

Leonardo AI

Ideogram

Microsoft Designer

WHAT YOU WILL ACHIEVE

Direct image models with precise prompts and edit the results to produce consistent, brand-ready visuals.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

How image models work; styles, limits and copyright basics.

A plain-language look at diffusion, style families, common weak spots (hands, text) and what copyright means for generated images.

1.5h

Image prompting: subject, style, lighting, camera angle, negative prompts.

Build prompts in layers and use negative prompts to remove blur, extra limbs or clutter.

1h

Edit like a pro: background removal, upscaling, object replacement.

Fix one part of an image without redoing the whole picture, then upscale for print or web.

0.5h

Consistent brand look: colours, mood and style references.

Lock your palette, mood and style reference so a set of images feels like one family.

TOOL SPOTLIGHT

Leonardo AI

Controllable styles and strong editing tools.

Ideogram

Better than most at legible text inside images.

Microsoft Designer

Quick social visuals and simple layouts.

PRO TIPS

- ◆ Generate several variations, then choose the best.
- ◆ Save your style references so the look stays consistent.
- ◆ Check each tool licence before using images commercially.

HOME TASK | 2 HOURS

Design a logo and 3 posters for an imaginary brand.

- 1 Define the brand name, audience and three core colours.
- 2 Generate logo options, compare them and pick one.
- 3 Create 3 posters that share a consistent style.

TODAY'S OUTPUT

Mini brand kit

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

08

DAY 08 | 4 HRS IN CLASS + 2 HRS HOME

AI Video and Voice

Runway

CapCut AI

ElevenLabs

WHAT YOU WILL ACHIEVE

Plan and produce short promo videos with AI visuals and natural voiceover, while understanding consent and safety.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

Video basics: script, scenes, shots and pacing.

Plan the story first. A 30-second video usually needs around six to eight shots.

1.5h

Text-to-video and image-to-video with Runway; quick edits in CapCut AI.

Generate short clips, then trim, caption and assemble them into a smooth sequence.

1h

AI voiceovers, voice clean-up and multilingual dubbing with ElevenLabs.

Create a natural voiceover, remove background noise and hear your script in other languages.

0.5h

Deepfakes and consent: what is safe and what is not.

Never clone a voice or face without permission and always label synthetic media clearly.

TOOL SPOTLIGHT

Runway

Text-to-video and image-to-video generation.

CapCut AI

Fast editing, captions and effects on any device.

ElevenLabs

Lifelike voiceovers and multilingual dubbing.

PRO TIPS

- ◆ Short clips of 3 to 5 seconds usually look best.
- ◆ Match each visual to a beat of the narration.
- ◆ Keep audio levels even between voice and music.

HOME TASK | 2 HOURS

Produce a 30-45 second promo video with AI visuals and voiceover.

- 1 Write the script and a simple storyboard.
- 2 Generate the clips and record the AI voiceover.
- 3 Edit with captions and music, then export.

TODAY'S OUTPUT

Promo video

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

09

DAY 09 | 4 HRS IN CLASS + 2 HRS HOME

Excel and Data with AI

Excel Copilot

Google Sheets + Gemini

ChatGPT

WHAT YOU WILL ACHIEVE

Let AI handle formulas and first-pass analysis while you stay in control by questioning every result.

IN CLASS | 4 HOURS

1h

1h

1.5h

0.5h

1h

Ask AI for formulas, pivot tables and shortcuts in plain English.

Describe what you want, get the formula, and learn why it works so you can reuse it.

1h

Clean messy data: duplicates, formats, missing values.

Remove duplicates, standardise dates and names, and decide how to handle blanks.

1.5h

Upload a dataset and get insights and charts through conversation.

Ask questions about your data, request charts and iterate until the picture is clear.

0.5h

Question the output: spot wrong calculations and misleading charts.

Recalculate one number by hand and watch for truncated axes or cherry-picked views.

TOOL SPOTLIGHT

Excel Copilot

Formulas, charts and summaries inside Excel.

Sheets + Gemini

AI help inside Google Sheets for quick analysis.

ChatGPT

Upload files and explore data through conversation.

PRO TIPS

- ◆ Keep an untouched copy of the raw data.
- ◆ Ask the AI to explain every formula it gives you.
- ◆ Spot-check totals before trusting a chart.

HOME TASK | 2 HOURS

Analyse a dataset (sales, sports or exam results) and list 5 insights.

- 1 Choose a dataset you find interesting.
- 2 Clean and explore it with AI help.
- 3 Write 5 insights, each backed by a specific number.

TODAY'S OUTPUT

Analysed dataset

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

10

DAY 10 | 4 HRS IN CLASS + 2 HRS HOME

Data Storytelling and Dashboards

Looker Studio

ChatGPT

Gamma

WHAT YOU WILL ACHIEVE

Turn analysed numbers into a message that decision-makers can understand and act on in two minutes.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

From numbers to message: the right chart for the right story.

Match chart to question: line for trends, bar for comparisons, pie only for simple shares.

1.5h

Build a live dashboard in Looker Studio with AI help.

Connect a sheet, add scorecards, filters and charts, and use AI to suggest layouts.

1h

Write the executive summary: findings, reasons, recommendation.

Three short paragraphs that tell the reader what happened, why and what to do next.

0.5h

Present data in 2 minutes: practice round.

Present one chart and one takeaway clearly, within a strict time limit.

TOOL SPOTLIGHT

Looker Studio

Free, shareable dashboards connected to live data.

ChatGPT

Helps phrase insights and draft the summary.

Gamma

Turns findings into a clean presentation.

PRO TIPS

- ◆ Title each chart with the insight, not just the topic.
- ◆ Limit colours and remove visual clutter.
- ◆ End with one clear recommendation.

HOME TASK | 2 HOURS

Create a one-page insight report with a dashboard screenshot.

- 1 Pick the 3 metrics that matter most.
- 2 Build the dashboard and add at least one filter.
- 3 Write the summary and add the screenshot.

TODAY'S OUTPUT

Insight report

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

11

DAY 11 | 4 HRS IN CLASS + 2 HRS HOME

Build a Website without Code

Lovable

Framer AI

Wix AI

WHAT YOU WILL ACHIEVE

Understand how websites work and generate your first site from plain words.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

How websites work: pages, sections, domain, hosting (no jargon).

See how a site is put together and what a domain and hosting actually do.

1.5h

Describe your site in words and let AI generate it.

Write a short brief covering audience, pages, tone and colours, then let the tool build version one.

1h

Refine with plain-English instructions: layout, colours, content.

Change sections, swap colours and rewrite copy using simple instructions.

0.5h

Responsive check on mobile and desktop.

Test the site at phone and desktop widths and fix anything that breaks.

TOOL SPOTLIGHT

Lovable

Builds working web pages from a text description.

Framer AI

Design-focused sites with polished animation options.

Wix AI

Beginner-friendly builder with hosting included.

PRO TIPS

- ◆ Start with four simple sections.
- ◆ Real photos beat stock images.
- ◆ Keep copy short and scannable.

HOME TASK | 2 HOURS

Generate the first draft of your personal portfolio website.

- 1 Write a short brief about you and your goals.
- 2 Generate two versions and compare them.
- 3 List the improvements you want to make next.

TODAY'S OUTPUT

Portfolio draft

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

12

DAY 12 | 4 HRS IN CLASS + 2 HRS HOME

Portfolio Goes Live

Lovable

Framer

ChatGPT

WHAT YOU WILL ACHIEVE

Finish, polish and publish your portfolio so you have a real link to share with employers.

IN CLASS | 4 HOURS

1h

1h

1h

1h

1h

Write portfolio content: about, projects, skills, contact.

Short, proof-led copy that tells visitors who you are and what you can do.

1h

Add AI-made images, project cards and a contact form.

Show each project with a title, outcome and visual, and add a working contact form.

1h

Publish live, get a shareable link, basic SEO with AI.

Write clear page titles and descriptions and choose a readable URL.

1h

Peer review: give and receive structured feedback.

Review for clarity, design, trust and call to action.

TOOL SPOTLIGHT

Lovable

Quick edits and publishing from the same place.

Framer

Fine control over layout, animation and SEO settings.

ChatGPT

Helps write sharp copy and meta descriptions.

PRO TIPS

- ◆ Lead with your best project.
- ◆ Make contact details easy to find.
- ◆ Proofread everything out loud.

HOME TASK | 2 HOURS

Polish and publish your site; share the link with your mentor.

- 1 Apply the peer feedback you received.
- 2 Test every link, the contact form and the mobile view.
- 3 Publish and send the link to your mentor.

TODAY'S OUTPUT

Live portfolio website

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

13

DAY 13 | 4 HRS IN CLASS + 2 HRS HOME

AI for Career Growth

ChatGPT Voice

Perplexity

Claude

WHAT YOU WILL ACHIEVE

Use AI as a career coach: research roles and employers, rehearse interviews and prepare to negotiate with confidence.

IN CLASS | 4 HOURS

1h

1.5h

1h

0.5h

1h

Find roles and research any employer in minutes.

Build a role shortlist, then summarise each company: products, culture, news and likely interview themes.

1.5h

Mock interviews with AI: HR, situational and basic technical questions.

Practise out loud with ChatGPT Voice and ask for scored feedback on structure, clarity and confidence.

1h

Salary research, negotiation scripts, offer comparison.

Benchmark pay ranges, draft polite negotiation scripts and compare offers on pay, growth and learning.

0.5h

Build a 30-day job-search plan with AI.

Set weekly targets for applications, networking, skill-building and follow-ups.

TOOL SPOTLIGHT

ChatGPT Voice

Spoken mock interviews that feel natural.

Perplexity

Cited research on employers and salaries.

Claude

Polishes answers and negotiation scripts.

PRO TIPS

- ◆ Use STAR: Situation, Task, Action, Result.
- ◆ Record yourself and check your pace.
- ◆ Verify salary data in more than one source.

HOME TASK | 2 HOURS

Do 2 full mock interviews and write your improvement notes.

- 1 Pick a real target role and paste its job description.
- 2 Complete two timed mock interviews.
- 3 Write your top 5 improvements and re-answer the weakest question.

TODAY'S OUTPUT

Interview prep file

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

14

DAY 14 | 4 HRS IN CLASS + 2 HRS HOME

Responsible and Safe AI

ChatGPT

Claude

Perplexity

WHAT YOU WILL ACHIEVE

Use AI with good judgement: spot errors, protect private data, respect copyright and stay academically honest.

IN CLASS | 4 HOURS

1h

1h

1h

1h

1h

Hallucinations, bias and outdated answers, with live examples.

See confident but wrong answers, biased outputs and stale information first-hand.

1h

Privacy: what never to paste into AI; safe settings and data controls.

Never share ID numbers, passwords, medical or confidential work data. Learn the settings that limit data use.

1h

Copyright, plagiarism, AI detectors and academic honesty.

Who owns AI output, how to disclose AI help and why AI detectors are unreliable.

1h

Fact-checking workshop: find the errors hidden in AI output.

Hunt for planted mistakes in an AI-written text and trace each claim to a real source.

TOOL SPOTLIGHT

ChatGPT

Explore how and why answers can go wrong.

Claude

Compare how another model handles the same risky prompt.

Perplexity

Trace claims back to their sources.

PRO TIPS

- ◆ If you cannot verify it, do not submit it.
- ◆ Disclose AI use whenever your institution asks.
- ◆ Treat every prompt as something that could become public.

HOME TASK | 2 HOURS

Write a one-page personal AI code of conduct.

- 1 List five rules covering privacy, honesty and verification.
- 2 Decide when and how you will disclose AI help.
- 3 Add a short checklist to run before you submit any work.

TODAY'S OUTPUT

AI code of conduct

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

15

DAY 15 | 4 HRS IN CLASS + 2 HRS HOME

Revision and Project Planning

All tools covered so far

WHAT YOU WILL ACHIEVE

Consolidate everything from the first 14 days and turn it into a clear, realistic plan for your capstone.

IN CLASS | 4 HOURS

1h

1h

1.5h

0.5h

1h

Rapid-fire quiz and tool speed challenge.

Pick the best tool for each scenario under time pressure and defend your choice.

1h

Showcase of the best home tasks; learn from each other.

Present your favourite output, then steal the best ideas from classmates.

1.5h

Capstone brief: choose topic, define deliverables and timeline.

Choose your personal-brand angle and list exactly what you will deliver on each project day.

0.5h

Mentor one-on-ones and doubt clearing.

Short individual sessions to sort out blockers before the sprint begins.

TOOL SPOTLIGHT

Mentor review

Your plan must be approved before the sprint starts.

All tools

Any tool from Days 1 to 15 can be used in your project.

Doubt group

Use the shared group to clear small questions fast.

PRO TIPS

- ◆ Plan for what can go wrong and keep a backup.
- ◆ Pick a scope you can finish in 24 hours.
- ◆ Collect your assets (photos, text, logos) before Day 16.

HOME TASK | 2 HOURS

Finish your capstone plan: topic, tools and timeline.

- 1 Write your capstone topic and audience in two lines.
- 2 List the tools you will use for each deliverable.
- 3 Build an hour-by-hour timeline for Days 16 to 18.

TODAY'S OUTPUT

Approved project plan

- ✓ Saved and clearly named
- ✓ Demo-ready in 1 minute
- ✓ Shared with your mentor

16

Capstone Sprint: Your AI-Powered Personal Brand

Three focused days to build the assets that represent you professionally.

All tools from Days 1-15

THE MISSION

Over three project days you will build a complete personal brand package from scratch: a researched brand kit, a live portfolio website, a pitch deck and a promo video. Work solo or in pairs, and every student presents their own part on Day 19.

YOUR 3-DAY SPRINT

DAY 16

8 HOURS AT HOME

4h

Research, content and brand kit: audience, voice, colours, logo and key messages.

4h

First draft of your portfolio website using your brand kit.

DAY 17

8 HOURS AT HOME

4h

Complete and publish the website with projects, images and a contact form.

4h

Build the pitch deck using the hook, problem, solution, proof, ask structure.

DAY 18

8 HOURS AT HOME

4h

Produce the promo video with AI visuals, voiceover and captions.

4h

Polish everything and rehearse your pitch against the clock.

WHAT YOU SUBMIT

Live portfolio website

A published link that loads cleanly on mobile and desktop.

Pitch deck

A tight deck that supports a 5-7 minute talk.

Promo video

A short video that introduces you and your work.

SUPPORT AND TIPS

- ◆ Finish a simple version first, then polish.
- ◆ Keep a consistent look across site, deck and video.
- ◆ Rehearse aloud with a timer at least three times.

SUPPORT

Mentor check-ins each evening and a shared doubt group. Work solo or in pairs; every student presents their own part.

19

Showcase Day and Certificates

Present your work, hear from the jury and celebrate what you built.

Jury panel

Mentors

Guests

THE DAY, HOUR BY HOUR

0.5h

4h

0.5h

1h

0.5h

Setup, tech check and welcome.

Test your screen, links, audio and files so nothing surprises you on stage.

4h

Student presentations: 5-7 min pitch + Q&A (website, deck, video).

Show your live website, run your deck and play your promo video, then answer questions from the jury and audience.

0.5h

Jury feedback, ranking and awards.

Written and spoken feedback from the panel, followed by rankings and special awards.

1h

Certificate distribution, group photo and closing.

Receive your completion certificate and celebrate with your batch.

WHAT THE JURY LOOKS FOR

Clarity of idea

Can a stranger understand your story in one minute?

Quality of output

Is the work polished, accurate and complete?

Smart use of AI tools

Did you pick the right tools and use them well?

Presentation confidence

Do you speak clearly, on time and with ease?

Real-world value

Would an employer or client find this useful?

WHAT YOU WALK AWAY WITH

Completion certificate

Proof of 120 hours of hands-on learning.

Live portfolio website

A real link to share with employers.

Pitch deck and promo video

Ready-made assets to showcase yourself.

Personal Prompt Library

Your reusable prompts for study and work.

Interview prep file

Practice notes to walk into interviews prepared.

Confident, ethical AI habits

Safe, honest and effective AI use for life.

FINAL WORD

Next step: the 4th Year program takes you from AI User to AI Builder.