3RD YEAR · FOUNDATION TRACK

COMMERCE & FINANCE

AI & Digital Productivity Program

AI for Accounting, Finance & Economic Literacy

Learn AI. Master the Numbers. Build Smart Reports.

19	120	0
DAYS	HOURS	CODE NEEDED

Commerce & Finance Stream · 120-Hour Training Program · 19 Days

SECTION 1

Program Overview

This program is designed for Commerce & Finance students who want practical digital skills and confident use of Artificial Intelligence in their studies and future careers. Every stream learns the same core AI and productivity toolkit; the classroom activities, home assignments and final projects are built around real Commerce & Finance tasks.

HOW THIS TRACK WORKS

The Foundation Track is **tool-centred**: each day introduces a tool family, shows how it works, and lets students practise it on a Commerce & Finance task. Every classroom activity has a **Stretch Goal** so fast or curious students always have a harder challenge.

Academic year mapping. For two-year programmes (e.g. M.Sc., M.Com., MBA, B.Ed.), run the Foundation Track in Year 1 and the Advanced Track in Year 2.

TARGET AUDIENCE

B.Com. / M.Com., B.A. Economics and related commerce and economics programmes

ENTRY REQUIREMENTS

No programming or technical background required.

Learning Objectives

01 Understand AI and use AI assistants effectively and safely.

02 Research and verify Commerce & Finance information from credible sources.

03 Analyse long documents and manage PDFs with AI tools.

04 Write professional Commerce & Finance documents with AI assistance.

05 Create and deliver effective presentations.

06 Design visuals and generate AI images responsibly.

07 Organise information in spreadsheets.

08 Collect original data with Google Forms and visualise it.

09 Map ideas and processes visually.

10 Create short videos with AI voice and music.

11 Manage studies with productivity tools and use AI as a tutor.

12 Build a resume, LinkedIn profile and portfolio, and complete a Commerce & Finance project.

SECTION 2

Program Structure

Phase	Days	Daily Load	Hours
Classroom Training	Days 1–15	4 hrs/day	**60**
Home Assignments	Days 1–15	2 hrs/day	**30**
Independent Project Development	Days 16–18	8 hrs/day	**24**
Final Project Exhibition	Day 19	6 hrs	**6**
Total	19 Days		**120 Hours**

Learning Journey

1	MODULE 1 **AI Fundamentals & Research Skills**	Days 1–3
2	MODULE 2 **Digital Writing, Presentation & Design**	Days 4–6
3	MODULE 3 **Data Handling & Information Management**	Days 7–9
4	MODULE 4 **Creative Content, Productivity & Career**	Days 10–15
5	PROJECT **Independent Project & Exhibition**	Days 16–19

DAILY FORMAT
4 hours classroom training + 2 hours home assignment, Days 1–15.

STRETCH GOAL
An extra challenge in every activity for students who finish early or already know the basics.

EXPECTED OUTPUT
Every day ends with a concrete deliverable that feeds the final portfolio.

RESPONSIBLE AI RULES FOR COMMERCE & FINANCE

- Use fictional or anonymised financial data only. Never upload real bank, PAN, GST or client data.
- Independently check every AI-generated calculation, ratio and tax figure in the spreadsheet.
- AI output is not investment, tax or legal advice.
- Verify all figures against original annual reports, RBI or government sources.

DAY 01

MODULE 1 · AI FUNDAMENTALS & RESEARCH SKILLS

Introduction to AI, Prompting & Digital Safety

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Introduce AI assistants, effective prompting and essential digital safety through Commerce & Finance examples.

HOUR 1

Understanding Artificial Intelligence

- What AI, Machine Learning and Generative AI are, at a basic level.
- How AI is changing study and work in Commerce & Finance.
- What AI can and cannot do well; hallucinations.

HOUR 2

AI Assistants & Prompting

- ChatGPT, Gemini and Claude: chat interfaces, context and follow-ups.
- Prompt structure: role, context, task and output format.
- Improving weak prompts through iteration.

HOUR 3

Digital Safety Essentials

- Strong passwords, password managers and 2-Step Verification.
- Spotting phishing links, fake apps and fake 'free AI' sites.
- Never upload Aadhaar, passwords or confidential records to AI.

HOUR 4 · PRACTICAL ACTIVITY

Finance Prompt Battle

- Explain GST, compound interest and depreciation with basic vs improved prompts.
- Compare ChatGPT, Gemini and Claude answers.
- Find errors in any AI calculation.

STRETCH GOAL

Ask each assistant to calculate a loan EMI; check which one is right in a calculator.

TOOLS

ChatGPT, Gemini, Claude, Google Password Manager

HOME ASSIGNMENT · 2 HOURS

- Create a prompt notebook: 10 tested commerce prompts plus a digital-safety checklist for UPI and banking scams.

EXPECTED OUTPUT

Commerce Prompt & Safety Handbook

DAY 02

MODULE 1 · AI FUNDAMENTALS & RESEARCH SKILLS

AI-Powered Research & Verification

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Find, evaluate and verify Commerce & Finance information using search engines, academic platforms and AI research tools.

HOUR 1

Fundamentals of Digital Research

- General searching vs structured research.
- Keywords, research questions and Google search operators.
- Primary vs secondary sources.

HOUR 2

Academic & Official Sources

- Finding papers and reports on Google Scholar.
- Trusted sources for Commerce & Finance: RBI, Economic Survey, MOSPI, NSE / BSE filings, ICAI study material, data.gov.in.
- Reading abstracts, authors and dates.

HOUR 3

AI-Assisted Research

- Researching with Perplexity, ChatGPT and Gemini, with citations.
- Hallucinations and fake citations: how to catch them.
- Google Lens: copy text from printed pages and check OCR errors.

HOUR 4 · PRACTICAL ACTIVITY

Fact-Check a Finance Tip

- Receive a viral 'stock tip' or 'tax hack'.
- Investigate it with Google, RBI/SEBI sites and Perplexity.
- Record a verdict with evidence.

STRETCH GOAL

Find one AI answer that quoted an outdated tax rate or rule and show the official correction.

TOOLS

Google Search, Google Scholar, Perplexity, ChatGPT, Gemini, Google Lens

HOME ASSIGNMENT · 2 HOURS

- Write a source-verified research note on a current economic topic with five reliable sources.

EXPECTED OUTPUT

Verified Finance Research Note

DAY
03

MODULE 1 · AI FUNDAMENTALS & RESEARCH SKILLS

Document Intelligence & PDF Toolkit

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Use AI and PDF tools to organise, understand and compare annual reports, financial statements and economic reports.

HOUR 1

Understanding Long Documents

- Structure of annual reports, financial statements and economic reports.
- Finding key information quickly in lengthy material.
- Tables, figures, references and appendices.

HOUR 2

Introduction to NotebookLM

- Creating a workspace and uploading sources.
- Source-grounded questions, summaries and comparisons.
- Checking every answer against the original.

HOUR 3

PDF Toolkit

- LightPDF / iLovePDF: merge, split, compress and convert PDFWord.
- OCR for scanned pages and spotting OCR errors.
- Organising documents in Google Drive folders.

HOUR 4 · PRACTICAL ACTIVITY

Talk to an Annual Report

- Upload a listed company's annual report to NotebookLM.
- Extract revenue, profit, key risks and management outlook.
- Check every figure against the PDF.

STRETCH GOAL

Split out only the financial statements pages and compress them into a study PDF.

TOOLS

NotebookLM, LightPDF, iLovePDF, Google Drive

HOME ASSIGNMENT · 2 HOURS

- Create a company snapshot: key figures, 10 Q&As and a one-page summary.

EXPECTED OUTPUT

Annual Report Snapshot

DAY 04

MODULE 2 · DIGITAL WRITING, PRESENTATION & DESIGN

AI-Assisted Writing & Documentation

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Create structured, professional Commerce & Finance documents using AI and digital writing tools.

HOUR 1

Professional Writing Fundamentals

- Formal vs informal writing; reports, notes and emails.
- Structure of a well-written Commerce & Finance document.
- Writing clearly for different readers.

HOUR 2

Google Docs & MS Word

- Headings, tables, headers, footers and page numbers (quick recap).
- Voice typing in English, Hindi and regional languages.
- Sharing, comments and collaboration.

HOUR 3

AI-Assisted Writing

- Outlines and drafts with AI; Grammarly for grammar, clarity and tone.
- Rewriting for different audiences while keeping your own voice.
- Plagiarism, citations and responsible AI use.

HOUR 4 · PRACTICAL ACTIVITY

Business Report Makeover

- Receive a messy financial summary.
- Restructure it into a professional report with tables.
- Use Grammarly and AI for clarity without changing figures.

STRETCH GOAL

Rewrite the summary for an investor, a bank manager and a shop owner.

TOOLS

ChatGPT, Gemini, Google Docs (voice typing), MS Word, Grammarly

HOME ASSIGNMENT · 2 HOURS

- Write a 2–3 page business or economic report on a commerce topic.

EXPECTED OUTPUT

Professional Financial Report

DAY
05

MODULE 2 · DIGITAL WRITING, PRESENTATION & DESIGN

Presentation Mastery & Delivery

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Plan, design and deliver clear presentations on Commerce & Finance topics using AI-powered tools.

HOUR 1

What Makes a Good Presentation

- Knowing the audience; one message per slide.
- Storytelling and information hierarchy.
- Choosing visuals, charts and images.

HOUR 2

AI Planning & Presentation Tools

- Generating outlines and slide text with AI.
- Canva, Gamma, Google Slides and PowerPoint.
- Editing and fact-checking generated slides.

HOUR 3

Delivery Basics

- Voice, pace and eye contact.
- Timing a talk and using speaker notes.
- Handling questions confidently.

HOUR 4 · PRACTICAL ACTIVITY

Five-Slide Finance Pitch

- Turn one financial concept or company result into a five-slide deck.
- Include one clean chart.
- Present in 3 minutes.

STRETCH GOAL

Explain the same result to school students with no jargon.

TOOLS

Canva, Gamma, Google Slides, PowerPoint, ChatGPT

HOME ASSIGNMENT · 2 HOURS

- Create a 7–10 slide presentation on a company, budget or economic issue.

EXPECTED OUTPUT

Finance Presentation

DAY 06

MODULE 2 · DIGITAL WRITING, PRESENTATION & DESIGN

Creative Design & AI Image Generation

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Apply design principles and AI image tools to create clear, attractive Commerce & Finance visuals.

HOUR 1

Design Basics

- Colour, typography, alignment and contrast.
- Composition and visual hierarchy.
- Brand consistency across a set of designs.

HOUR 2

Working in Canva

- Templates, elements, text and layers.
- Free background removal with remove.bg.
- Free images from Unsplash, Pexels and Pixabay; exporting formats.

HOUR 3

AI Image Generation

- Text-to-image prompting: style, composition, lighting, aspect ratio.
- Canva AI, Gemini image generation and Ideogram (text in images).
- Labelling AI images; copyright and attribution.

HOUR 4 · PRACTICAL ACTIVITY

Explain-It Infographic

- Design an infographic on a financial concept (SIP, GST, credit score).
- Generate one AI visual with readable text in Ideogram.
- Check all numbers.

STRETCH GOAL

Create a brand kit and apply it to the infographic, a poster and a social post.

TOOLS

Canva (incl. Canva AI), Gemini, Ideogram, remove.bg, Unsplash / Pexels / Pixabay

HOME ASSIGNMENT · 2 HOURS

- Design a financial-literacy pack: infographic, poster and social media post.

EXPECTED OUTPUT

Financial Literacy Visual Pack

DAY
07

MODULE 3 · DATA HANDLING & INFORMATION MANAGEMENT

Spreadsheet Fundamentals

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Use spreadsheets to organise, calculate and manage Commerce & Finance information.

HOUR 1

Understanding Spreadsheets

- Rows, columns, cells and data types.
- Entering data and building structured tables.
- Formatting numbers, dates and units.

HOUR 2

Essential Functions

- SUM, AVERAGE, MIN, MAX, COUNT and COUNTA.
- IF and COUNTIF.
- Cell references, all without programming.

HOUR 3

Managing Information

- Sorting, filtering and removing duplicates.
- Data validation and drop-downs.
- Asking AI to explain a formula, then checking it yourself.

HOUR 4 · PRACTICAL ACTIVITY

Transactions to Budget

- Organise a month of fictional shop transactions in Sheets.
- Calculate totals, categories and balance.
- Use COUNTIF and IF for alerts.

STRETCH GOAL

Build a drop-down for expense categories with data validation.

TOOLS

Microsoft Excel, Google Sheets, ChatGPT

HOME ASSIGNMENT · 2 HOURS

- Build a personal or small-shop monthly budget workbook with formulas.

EXPECTED OUTPUT

Budget Workbook

DAY 08

MODULE 3 · DATA HANDLING & INFORMATION MANAGEMENT

Digital Data Collection with Google Forms

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Design digital questionnaires, collect original data responsibly and prepare it for analysis.

HOUR 1

Survey Design

- Survey objectives and target respondents.
- Open and closed questions; rating scales.
- Avoiding biased, leading and confusing questions.

HOUR 2

Building in Google Forms

- Multiple-choice, checkbox, short and long answers.
- Sections, required questions and validation.
- Form design and response settings.

HOUR 3

Responses & Responsible Collection

- Linking Forms to Google Sheets.
- Consent and anonymity.
- Collect only what you need; keep data safe.

HOUR 4 · PRACTICAL ACTIVITY

Digital Payments Survey

- Design a survey on UPI use among students or local shopkeepers.
- Pilot and remove biased questions.
- Link responses to Google Sheets.

STRETCH GOAL

Add a skip-logic section only for non-users.

TOOLS

Google Forms, Google Sheets, ChatGPT

HOME ASSIGNMENT · 2 HOURS

- Collect at least 15 consented responses and bring the dataset to Day 9.

EXPECTED OUTPUT

Payments Survey Dataset

DAY 09

MODULE 3 · DATA HANDLING & INFORMATION MANAGEMENT

Data Visualisation & Insights

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Turn the data collected on Day 8 into charts and clear, evidence-based observations.

HOUR 1

Understanding Data

- Qualitative and quantitative data.
- Mean, median, mode and percentages.
- Spotting patterns and outliers.

HOUR 2

Choosing the Right Chart

- Bar, line, pie charts and histograms.
- Matching the chart to the question.
- Recognising misleading charts.

HOUR 3

Building Visual Reports

- Creating and formatting charts in Sheets and Excel.
- An introduction to pivot tables.
- Using AI to interpret results while checking the maths yourself.

HOUR 4 · PRACTICAL ACTIVITY

Charts That Tell the Money Story

- Chart your survey data or sample company financials.
- Calculate and chart two ratios.
- Write three observations.

STRETCH GOAL

Build a pivot table comparing two groups (e.g. students vs shopkeepers).

TOOLS

Google Sheets, Excel, ChatGPT, Gemini

HOME ASSIGNMENT · 2 HOURS

- Prepare a one-page visual report with three charts and three observations.

EXPECTED OUTPUT

Financial Data Visual Report

DAY 10

MODULE 4 · CREATIVE CONTENT, PRODUCTIVITY & CAREER

Visual Thinking & Process Mapping

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Organise and communicate Commerce & Finance ideas and processes visually.

HOUR 1

Visual Thinking

- Why visuals help understanding.
- Mind maps and concept maps.
- Brainstorming and grouping ideas.

HOUR 2

Timelines & Flowcharts

- Flowcharts and decision trees in diagrams.net.
- Timelines and step-by-step processes.
- Symbols, arrows and clear labels.

HOUR 3

Diagrams with Canva, Miro & AI

- Canva and Miro diagram templates.
- Asking AI to draft a diagram outline.
- Checking and correcting AI-generated steps.

HOUR 4 · PRACTICAL ACTIVITY

Process Flowchart

- Map a process: GST invoice flow, accounting cycle or loan approval.
- Draw it in diagrams.net.
- Add a concept map of key terms.

STRETCH GOAL

Ask AI for the steps, then correct at least two errors using ICAI or official material.

TOOLS

diagrams.net, Canva, Miro (optional), ChatGPT

HOME ASSIGNMENT · 2 HOURS

- Create a visual learning resource for one accounting or tax topic.

EXPECTED OUTPUT

Commerce Process Map

DAY 11

MODULE 4 · CREATIVE CONTENT, PRODUCTIVITY & CAREER

AI Content Creation: Video, Voice & Music

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Produce short educational Commerce & Finance content using AI-assisted scripting, video, voice and music tools.

HOUR 1

Content Planning

- Audience and purpose of digital content.
- Scripts and storyboards with AI.
- Titles, captions and hooks.

HOUR 2

Video Creation & Editing

- Canva Video, Clipchamp and CapCut: trim, text, transitions, captions.
- Short AI clips with Google Flow or Kling AI (free tier).
- Combining stock footage and your own clips.

HOUR 3

AI Voice & Music

- ElevenLabs voiceover or self-recorded narration.
- Suno for jingles and background music.
- Usage rights, free-plan limits and labelling AI content.

HOUR 4 · PRACTICAL ACTIVITY

Financial-Literacy Explainer

- Script a 60-second video on a money topic with AI.
- Edit in CapCut with captions and voiceover.
- Add a short disclosed Suno jingle.

STRETCH GOAL

Make a Hindi or regional-language version.

TOOLS

Canva Video, Clipchamp, CapCut, Google Flow / Kling AI, ElevenLabs, Suno, ChatGPT

HOME ASSIGNMENT · 2 HOURS

- Create a 60–90 second financial-literacy video.

EXPECTED OUTPUT

Financial Literacy Video

DAY
12

MODULE 4 · CREATIVE CONTENT, PRODUCTIVITY & CAREER

Personal Productivity & Digital Organisation

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Manage studies, tasks and resources with digital productivity tools.

HOUR 1

Personal Productivity

- Time management, goals and priorities.
- Daily, weekly and monthly planning.
- Breaking big tasks into steps.

HOUR 2

Notion & Trello

- Notion pages, databases and planners.
- Trello boards, cards and deadlines.
- Choosing the right tool for the job.

HOUR 3

Google Workspace Organisation

- Google Drive folders, naming and sharing.
- Google Calendar reminders.
- Google Keep for quick notes and checklists.

HOUR 4 · PRACTICAL ACTIVITY

Commerce Study Workspace

- Build a Notion tracker for subjects, assignments and exams.
- Add a CA/CS or exam prep board in Trello.
- Organise notes in Drive.

STRETCH GOAL

Use a Notion database to track practice problems by topic and accuracy.

TOOLS

Notion, Trello, Google Drive, Google Calendar, Google Keep, ChatGPT

HOME ASSIGNMENT · 2 HOURS

- Set up your workspace and plan one real study week.

EXPECTED OUTPUT

Academic Workspace

DAY
13

MODULE 4 · CREATIVE CONTENT, PRODUCTIVITY & CAREER

AI as a Personal Learning & Language Assistant

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Use AI to learn difficult Commerce & Finance concepts, practise and communicate in multiple languages.

HOUR 1

AI as a Tutor

- Explanations at different difficulty levels.
- Examples, analogies and follow-up questions.
- Checking AI explanations against textbooks.

HOUR 2

Learning Through Practice

- Quizzes, practice questions and mock tests.
- Flashcards with Quizlet or NotebookLM.
- Revision schedules.

HOUR 3

Language Assistance

- Grammar, vocabulary and spoken practice.
- Google Translate and Bhashini for Indian languages.
- Checking translations, especially technical terms.

HOUR 4 · PRACTICAL ACTIVITY

Become Your Own Accounts Teacher

- Pick a tough topic (ratio analysis, depreciation, consolidation).
- Learn it with AI and verify with textbook examples.
- Create 15 practice problems with solutions.

STRETCH GOAL

Ask AI to set an exam-style question and grade your working.

TOOLS

ChatGPT, Gemini, NotebookLM, Google Translate, Bhashini, Quizlet (optional)

HOME ASSIGNMENT · 2 HOURS

- Prepare a study kit: explanation, solved examples, 15 Q&As, flashcards and a revision plan.

EXPECTED OUTPUT

Commerce Learning Toolkit

DAY
14

MODULE 4 · CREATIVE CONTENT, PRODUCTIVITY & CAREER

Career Readiness & Professional Identity

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Use AI and digital tools for career planning, applications and a professional online presence.

HOUR 1

Career Opportunities

- Careers for Commerce & Finance students: accounts, audit, banking, tax assistance, financial analysis, fintech operations.
- Identifying strengths and skill gaps.
- Reading real job descriptions.

HOUR 2

Resume & LinkedIn

- ATS-friendly resume structure; improving content with AI.
- Creating and improving a LinkedIn profile.
- Writing a short professional biography.

HOUR 3

Professional Communication & Portfolio

- Professional email in Gmail: subject, attachments, signature.
- Cover letters.
- A simple portfolio in Google Sites or Canva.

HOUR 4 · PRACTICAL ACTIVITY

Commerce Mock Interview

- Pick a role: accounts executive, audit assistant or bank officer.
- Analyse a real job description.
- Practise in a mock interview.

STRETCH GOAL

Tailor your resume to two different postings and note what changed.

TOOLS

ChatGPT, Gemini, Canva, Google Docs, Gmail, LinkedIn, Google Sites

HOME ASSIGNMENT · 2 HOURS

- Prepare a resume, LinkedIn profile, bio and basic portfolio.

EXPECTED OUTPUT

Commerce Career Kit

DAY
15

MODULE 4 · CREATIVE CONTENT, PRODUCTIVITY & CAREER

Innovation Challenge & Final Project Planning

4 HRS CLASSROOM · 2 HRS HOME

LEARNING OBJECTIVE Identify a real Commerce & Finance problem and plan a digital solution using the tools learned.

HOUR 1

Identifying Real Problems

- Observing problems in Commerce & Finance and the community.
- Understanding the target audience.
- Choosing a problem worth solving.

HOUR 2

Idea Generation

- Brainstorming solutions with AI.
- Evaluating ideas for impact and effort.
- Defining objectives and users.

HOUR 3

Project Planning

- Choosing tools and deliverables.
- A realistic three-day plan.
- Project documentation and AI-use disclosure.

HOUR 4 · PRACTICAL ACTIVITY

Commerce Project Pitch

- Present a problem for students, shops or small businesses.
- Explain solution, audience and tools.
- Get instructor approval before Day 16.

STRETCH GOAL

Ask AI to argue why your project might fail and fix the plan.

TOOLS

ChatGPT, Gemini, Canva, Google Docs, Google Sheets, Notion

HOME ASSIGNMENT · 2 HOURS

- Write the project proposal with a three-day plan.

EXPECTED OUTPUT

Approved Project Blueprint

DAYS 16–18

Independent Project Development

Students work independently for three full days, applying everything learned to the project approved on Day 15.

DAY 16

8 HOURS · INDEPENDENT

Research & Project Foundation

Build the research foundation and prepare everything the project needs.

- Define the problem clearly and who benefits.
- Research with AI and credible Commerce & Finance sources.
- Collect and verify information and references.
- Prepare the content structure and resources.
- Organise materials in Drive.

DELIVERABLES

- Research document
- Verified references
- Content outline
- Resource folder
- Updated plan

DAY 17

8 HOURS · INDEPENDENT

Project Creation & Development

Build the actual project with the AI and digital tools learned.

- Prepare the main content, documents and reports.
- Create graphics, posters or infographics.
- Prepare spreadsheets, charts or survey summaries.
- Create videos or presentations as needed.
- Combine components into one solution.

DELIVERABLES

- Main project output
- Supporting materials
- Visual resources
- Preliminary presentation

DAY 18

8 HOURS · INDEPENDENT

Testing, Refinement & Final Preparation

Improve the quality, accuracy and presentation of the project.

- Review content and verify every fact and figure.
- Fix spelling, grammar and formatting.
- Improve design; check all links and media.
- Complete documentation and AI-use disclosure.
- Rehearse the final presentation.

DELIVERABLES

- Completed project
- Documentation
- Final presentation
- Demonstration plan

DAY 19 · 6 HOURS

Final Project Exhibition & Presentation

30 min	Welcome, registration and project setup
30 min	Project exhibition and gallery walk
3 hr 30 min	Individual presentations, demonstrations and Q&A
45 min	Evaluation and feedback
45 min	Recognition, certificates and closing ceremony

PRESENTATION FORMAT
Each student: 5 minutes explanation, 3 minutes demonstration, 2 minutes questions. For larger batches, run parallel evaluation panels.

Each Student Demonstrates

01 Problem statement and why it matters	**02** Research and verification	**03** Live demonstration
04 Tools used and why	**05** Responsible AI practices	**06** Learning outcomes

SECTION 3

Suggested Final Projects

Students select one Commerce & Finance project. The flagship project is recommended; alternatives suit different interests.

PROJECT 01

AI-Assisted Financial Reporting Toolkit

Flagship: organised data, ratio charts, report, infographic and video.

Deliverables: Workbook, charts, financial summary, infographic, awareness video

PROJECT 02

Student Financial-Literacy Campaign

Teach budgeting and saving to fellow students.

Deliverables: Posters, short videos, budget template

PROJECT 03

Small-Shop Bookkeeping Template

A simple daily bookkeeping system for a local shop.

Deliverables: Sheets template, user guide, demo video

PROJECT 04

Annual Report Analysis

Analyse one company's annual report.

Deliverables: Summary, ratio charts, presentation

PROJECT 05

GST Explainer Kit

Explain GST basics for small traders.

Deliverables: Infographics, FAQ document, short video

PROJECT 06

Digital Payments Survey Report

Study UPI adoption in your area.

Deliverables: Survey, dataset, charts, recommendations

PROJECT 07

Union / State Budget Explainer

Explain the latest budget for students.

Deliverables: Summary, charts, presentation, video

YOUR OWN IDEA

Propose Your Own

Students may propose an original project, subject to instructor approval on Day 15.

SECTION 4

Assessment & Evaluation

Classroom participation & practical activities	15%
Daily home assignments	20%
Project planning & development	15%
Final project quality & usefulness	35%
Final presentation & communication	15%
Total	**100%**

Final Project Evaluation Criteria

Relevance of the selected problem	Quality of research and verification	Effective use of AI tools	Effective use of general digital tools
Accuracy of facts and figures	Creativity and originality	Presentation and communication	

Tools Covered

Category	Tools	Category	Tools
AI Assistants	ChatGPT, Gemini, Claude	**Surveys**	Google Forms
Research	Google Search, Google Scholar, Perplexity, Google Lens	**Visual Thinking**	diagrams.net, Canva, Miro
Documents & PDF	NotebookLM, LightPDF, iLovePDF, Google Drive	**Video**	Canva Video, Clipchamp, CapCut, Google Flow / Kling AI
Writing	Google Docs (voice typing), MS Word, Grammarly	**Voice & Music**	ElevenLabs, Suno
Presentation	Canva, Gamma, Google Slides, PowerPoint	**Productivity**	Notion, Trello, Drive, Calendar, Keep
Design & AI Images	Canva AI, Gemini, Ideogram, remove.bg	**Language**	Google Translate, Bhashini, Quizlet
Free Images	Unsplash, Pexels, Pixabay	**Career**	LinkedIn, Gmail, Google Sites
Spreadsheets	Excel, Google Sheets	**Digital Safety**	Google Password Manager, 2-Step Verification

Tool selection can be adjusted for free-plan availability, institutional access and internet connectivity. No paid subscription should be compulsory for students.

SECTION 5

Expected Program Outcomes

After completing the 120-hour Foundation Track, students should be able to:

1	Use AI assistants confidently, responsibly and safely.
2	Find and verify Commerce & Finance information independently.
3	Read and analyse long documents and manage PDFs.
4	Produce professional reports and presentations.
5	Design visuals and AI images with proper attribution.
6	Collect survey data and turn it into charts and insights.
7	Create short videos with AI voice and music.
8	Organise studies with productivity tools.
9	Prepare a professional resume, LinkedIn profile and portfolio.
10	Build a useful digital solution for a Commerce & Finance problem.

Students who complete this Foundation Track continue to the **4th Year Advanced Track**, which builds on these tools with real Commerce & Finance briefs, custom AI assistants, final-year project support and team projects for real clients.

3RD YEAR · COMMERCE & FINANCE · FOUNDATION TRACK

Learn AI. Master the Numbers. Build Smart Reports.

NO CODING REQUIRED · 120 HOURS · 19 DAYS