

AI Foundations for Everyone

30 Hours | Live Online Instructor-Led | Beginner Friendly

About Vijay Computer Academy



Vijay Computer Academy (VCA) is a GLOBAL Workforce Transformation Institution empowering learners to transform their future through technology education, workforce-ready skills, employer-aligned career training, industry-recognized IT certifications, and workforce-funded career pathways.

For over 35 years, VCA has helped beginners, career changers, and aspiring professionals build confidence, develop job-ready skills, and access meaningful opportunities in today's evolving digital and AI-driven economy.

Program Highlights



AI Foundations for Everyone is a practical, hands-on introduction to Artificial Intelligence designed for learners with no technical background. Students learn how to use today's most popular AI tools to improve workplace productivity, enhance career readiness, and prepare for the future of work.

- **Beginner-first design:** Starts with the fundamentals
- **Format:** Live, instructor-led online classes offered over Zoom
- **Career Support:** AI powered career support resources.

Duration: 30 hours

Prerequisite:

- Basic computer literacy
- Working knowledge of English language



Program Curriculum

Course Name	Hours
Introduction to Artificial Intelligence	03
ChatGPT for Workplace Productivity	05
Microsoft Copilot Essentials	04
Google Gemini & AI Search	03
Creating Prompt for Everyone	05
AI Workplace Productivity & Automation	04
Responsible AI & Ethics	02
Capstone Project	04
Total Hours	30

Module Description

Module 1 – Introduction to Artificial Intelligence

This module introduces students to the fundamentals of artificial intelligence, including its history, core concepts, and real-world applications. Students will explore how AI, machine learning, deep learning, and generative AI are transforming industries and shaping the future of work while identifying practical AI use cases in everyday life and professional settings.

Module 2 – ChatGPT for Workplace Productivity

Students learn how to use ChatGPT to improve workplace efficiency by creating professional emails, reports, presentations, meeting summaries, and business content. Through hands-on exercises, they will discover how AI can streamline communication, support research, and automate common workplace tasks.

Module 3 – Microsoft Copilot Essentials

This module focuses on using Microsoft Copilot across Word, Excel, PowerPoint, and Outlook to enhance productivity and decision-making. Students will gain practical experience generating business documents, analyzing data, creating presentations, and preparing for meetings with AI assistance.

Module 4 – Google Gemini & AI Search

Students explore Google Gemini and AI-powered search tools to improve research, content creation, and workplace productivity. Through guided exercises, they will learn how to leverage AI within Google Workspace to find information faster and work more efficiently.

Module 5 – Creating Prompts for Everyone

This module teaches the art of communicating effectively with AI through prompt engineering. Students will learn proven prompting frameworks and techniques that help generate better AI responses for business tasks, job searches, research projects, writing assignments, and career development.

Module 6 – AI Workplace Productivity & Automation

Students discover how AI can automate routine business processes and improve daily productivity. Topics include task management, scheduling, documentation, communication workflows, and customer support automation, culminating in the design of personalized AI-powered productivity systems.

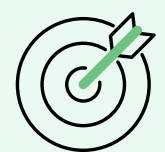
Module 7 – Responsible AI & Ethics

This module provides an understanding of responsible AI use, covering topics such as privacy, bias, ethical decision-making, AI limitations, and the importance of human oversight. Students will learn how to critically evaluate AI-generated content and apply AI responsibly in workplace settings.

Module 8 – Final Project

In the capstone module, students apply the skills gained throughout the program by completing an AI productivity project and developing a prompt engineering portfolio. These projects demonstrate practical AI competencies and provide tangible examples of workplace-ready skills.

Program Outcome



- ✓ Earn **AI Foundations for Everyone Course Completion Certificate**
- ✓ Students **gain exposure** to learning content aligned with the objectives of leading global programs such as DeepLearning.AI – AI For Everyone, Google AI Essentials, and IBM AI Foundations.
- ✓ Enhance your skill set whether you work in IT or non IT position.
- ✓ [VCA AI-powered job search resources](#) to navigate the job market

Career Outcome

This program prepares learners for entry-level AI-enabled workplace roles.

AI Support Assistant

Customer Support AI Assistant

Digital Operations Assistant

Office Automation Assistant

Enrollment Process

1. Schedule a Discovery Call

The student contacts VCA and schedules a discovery call with an advisor.

2. Choose the Right IT Program

An advisor helps the student identify the best IT program and career pathway based on their goals. Students can also:

- i. Watch recorded information sessions for detailed program insights.
- ii. Book a personalized career consultation by phone or Zoom to ask further questions.

3. Select Payment or Funding Options

Once the student decides on a program, VCA helps them choose and set up the most suitable tuition payment or funding plan.

4. Complete Enrollment Paperwork

While funding and payment arrangements are being finalized, VCA guides the student through the required enrollment documents.

5. Receive Class Access & Begin Training

After enrollment and payment process is complete, the student receives their Zoom class link and is ready to start training.

Contact Us



- [Inquiry Form](#)
- Book a [FREE call with our admission team](#)
- Schedule a [personalized career consultation](#)
- Call / Text / WhatsApp us at [+1-832-469-1314](#)
- [Free info sessions](#)

Transforming lives through technology!

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