



PARTICIPANT GUIDE / ONE MONTH

# AI Foundation Programme

Understand how AI works, use it more effectively and create a practical solution for your subject area - with guided, no-code learning.



**1 MONTH**

4 modules × 3 hours



**12 HOURS**

Structured live learning



**70% HANDS-ON**

30% conceptual learning

## What you will understand and be able to do

### Understand AI beyond the hype

Explain Generative AI, how language models predict text, and why tokens and context windows matter.

### Write and refine better prompts

Use roles, context and constraints; improve results through follow-up questions and output checks.

### Create across formats

Explore text, images, video and voice; choose useful formats for study, communication and projects.

### Build simple no-code workflows

Configure a tailored assistant and streamline tasks such as emails, document review and spreadsheet formulas.

### Use AI with sound judgment

Check facts, spot unreliable outputs, consider bias and respect privacy, copyright and academic integrity.

### Demonstrate applied learning

Create three stream-specific prompts and present a guided capstone solution or prompt portfolio.

**Who can join:** Students from Arts, Commerce, Science, Management and Technology. No coding experience is required; basic computer skills and a willingness to practise will help.





## MODULES 1 & 2 / UNDERSTAND AND EXPLORE

# From better prompts to useful AI workflows.

The first two modules introduce the AI landscape and then extend your learning into media, tailored assistants and everyday productivity.



### MODULE 1 / AI LANDSCAPE & PROMPT ENGINEERING / 3 HOURS



#### Hour 1 | AI demystified

Compare traditional computing and Generative AI. Separate useful capabilities from hype. Understand LLMs conceptually through tokens, predictions and context windows.



#### Hour 2 | Prompt fundamentals

Assign a role, provide relevant context and set constraints. Practise prompts for research summaries, business ideas and case-study analysis.



#### Hour 3 | Text workflows and analysis

Use multi-turn prompting to improve complex tasks. Request structured explanations, compare outputs and explore AI as a study assistant and basic data-analysis aid.



**By the end:** You can explain key AI terms, write a structured prompt and refine a text response for a task in your discipline.

### MODULE 2 / MULTIMODAL AI & NO-CODE APPLICATIONS / 3 HOURS

#### Hour 4 | Visual and media AI

Explore image prompting with tools such as DALL-E, Midjourney and Adobe Firefly, plus introductory video generation and voice synthesis.

#### Hour 5 | Tailored AI assistants

Explore a Custom GPT or custom chatbot without coding. Define instructions and a suitable knowledge base for a subject-specific use case.

#### Hour 6 | Everyday productivity workflows

Explore AI features or extensions in Google Workspace and Microsoft Excel. Practise email drafting, document analysis and spreadsheet-formula support.

**By the end:** You can craft a visual prompt, define a tailored assistant and apply AI to a routine document, email or spreadsheet task.





MODULES 3 & 4 / EVALUATE AND CREATE

## Responsible AI. Learn by building.

Move from generating outputs to checking their quality, applying AI to career preparation and demonstrating a solution with instructor guidance.



MODULE 3 / RESPONSIBLE AI & FUTURE WORK / 3 HOURS



### Hour 7 | Ethics, limitations and blind spots

Fact-check AI outputs and recognise hallucinations. Explore algorithmic bias, intellectual property and copyright concerns. Discuss responsible use of information.



### Hour 8 | Career preparation

Examine how AI is changing work across Arts, Commerce and Science. Use AI to improve resumes, cover letters and professional portfolios while retaining accurate personal information.



### Hour 9 | Capstone ideation

Receive the final stream-specific challenge. Brainstorm in subject-based groups, select a feasible problem and plan a simple prototype or prompt portfolio.



**By the end:** You can evaluate an AI response, explain key ethical risks and define a realistic project for your stream.

MODULE 4 / BUILD, PRESENT & EVALUATE / 3 HOURS

### Hours 10-11 | Guided build lab

Build your no-code AI solution or prompt portfolio with instructor mentoring. Test outputs, refine prompts and prepare a concise demonstration.

### Hour 12 | Project showcase

Present the applied solution in a rapid 1-2 minute format per group or learner. Participate in evaluation, programme wrap-up and certificate distribution.

**What you practise:** defining a problem, choosing a suitable workflow, testing results and explaining what your project does - including its limitations.

The capstone is a guided foundation-level challenge. Project scope is matched to available tools, session time and participant readiness.





## OUTPUTS, ASSESSMENT & PARTICIPATION

# Finish with evidence of what you can do.

Assessment focuses on practical work: classroom exercises, a three-prompt portfolio and a capstone that applies AI to a problem in your discipline.



## Your assessment

30%



### Classroom lab exercises

Active completion of prompt and image-generation tasks during sessions.

30%



### Prompt portfolio

A curated mini-document containing three distinct prompts for your stream.

40%



### Capstone challenge

A practical no-code project addressing a stream-specific problem.

## Project ideas for your discipline

### Arts & humanities

A research-summary or study-support workflow, with fact-checking and source review.

### Commerce & management

A case-study assistant, business-idea workflow or spreadsheet-analysis aid.

### Science & technology

A literature-review helper, concept-explanation assistant or structured data-analysis workflow.

### Across disciplines

A tailored study chatbot, career-preparation toolkit or a tested prompt portfolio.

**Prepare to participate:** Bring a laptop with internet access, suitable AI tool accounts and a subject-specific task. Practise between sessions and use public, anonymised or approved material. Some tools and custom-assistant features may require paid access; availability will be confirmed for the batch.

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