



Syllabus: Certificate in AI Tools for Office Work (CATOW)

- **Duration:** 1 Month
- **Eligibility:** 10th Pass / Basic Computer Knowledge

Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

Course Syllabus

This course provides a hands-on introduction to the latest Artificial Intelligence tools, enabling office professionals to automate repetitive tasks, draft complex documents, and analyze data with unprecedented speed.

Module 1: Generative AI & Writing Tools

- **Introduction to Large Language Models (LLMs):** ChatGPT, Google Gemini, and Claude.
- **Prompt Engineering:** Techniques for drafting professional emails, reports, and meeting minutes.
- **AI Editing:** Using Grammarly and AI tools for tone adjustment, translation, and summarization.

Module 2: AI for Data & Spreadsheet Automation

- **Intelligent Excel/Sheets:** Using AI for complex formula generation and data cleaning.
- **Analysis & Insights:** Uploading datasets for automated trend analysis and charting.
- Automating repetitive data entry tasks using browser-based AI assistants.

Module 3: AI for Visuals & Presentations

- **Slide Automation:** Using Gamma and Canva Magic Design to create full presentations in minutes.

- **Image Generation:** Using AI (DALL-E, Midjourney) for professional office graphics and headshots.
- **PDF Intelligence:** Using AI to "chat" with long PDF documents and extract key insights.

Module 4: Workflow & Productivity Automation

- **Meeting Assistants:** Introduction to AI transcription tools (Otter, Fireflies) for automated minutes.
- **Scheduling & Inbox Management:** Using AI to manage calendars and prioritize emails.
- **Ethics & Security:** Understanding data privacy when using public AI tools.

Module 5: Final Capstone Project (AI-Powered Office Workflow)

- **Project Task:** Students will solve a complex "Day-in-the-Life" office scenario using only AI tools.
- **Requirements:** Draft a project proposal (Text AI), analyze a budget sheet (Data AI), and create a pitch deck (Presentation AI) for a simulated business meeting.
- **Submission:** Live demonstration of the automated workflow and a brief presentation for the final Viva.

This syllabus is a property of Axomtech Skill Education Council.

