



NEXTGEN CAMPUS
TOWARDS THE NEXT GENERATION OF IT

STUDENT HANDBOOK

Diploma in AI-Driven Information Technology

Your guide to the course — general information, how your weeks and months work, how the course ends, and every module in detail

12
MONTHS

1,328
LEARNING HOURS

14
MODULES

Blended
DELIVERY

INSIDE THIS HANDBOOK

- | | |
|--|---|
| 1 Welcome and course at a glance | 2 What you will learn and how |
| 3 Weekly timetable | 4 Course journey: weeks, months and course end |
| 5 Assessment, capstone and Project Book | 6 Student guidelines and support |
| 7 Module details — all 14 modules | |

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PART A General Information

1 Welcome to NextGen Campus

Welcome to the Diploma in AI-Driven Information Technology. This handbook is your guide to the course: how it is organised, how you will learn and be assessed, what is expected of you, and what every module covers. Please read it carefully and keep it with you throughout the course.

NextGen Campus has trained IT professionals since 2013. Our programmes are directly job-targeted: every module combines instructor-led teaching with hands-on labs, real industry tools and practical use of AI, so that you finish ready for work.

2 Course at a Glance

Course	Diploma in AI-Driven Information Technology
Duration	One year (48 teaching weeks) · 12 months
Delivery	Blended (online and on campus)
Class days and times	Tuesday, Thursday 7.30 – 10.30 PM — online lecture Sunday 6.30 – 10.30 PM — campus lab, Room A, once every 4 weeks Friday 2.00 – 6.00 PM — campus lab group session, Room B
Total learning hours	1,328 hours — 288 h lectures · 560 h practical (labs and capstone) · 480 h Student Project Book
Medium	English
Intakes	January–February and June–July each year
Course fee	Rs. 60,000.00 · Registration fee Rs. 3,000.00 (one-time)
On completion	NextGen Campus Diploma and Academic Transcript
Training institute	NextGen Campus (Pvt) Ltd — TVEC Registered Training Institute P01/1159
Course status	Proposed for TVEC course registration

3 About the Course

The Diploma in AI-Driven Information Technology is a one-year, 1,328-hour (60-credit) non-NVQ diploma of 14 modules in five phases, giving O/L and A/L leavers and job-seekers a complete, practical foundation in IT and artificial intelligence.

Purpose To give O/L and A/L school leavers, job-seekers and working adults a complete, practical, job-ready foundation in information technology and artificial intelligence — covering computer and office skills, design and social media, digital marketing, web, data, programming basics and AI — with no technical background required.

Job-level progression IT-literate beginner (Phase 1) → Office and digital-skills user (Phase 2) → design and digital-marketing assistant (Phase 3) → junior web and data user (Phase 4) → AI-enabled IT assistant (Phase 5), ready for employment, freelancing or further study.

Design A broad, foundational one-year diploma: 14 modules across five phases, an extensive Student Project Book that builds a real portfolio, and four physical capstone days across the year. AI runs throughout and is taught in depth in two dedicated modules.

4 What You Will Be Able to Do

By the end of the course you will be able to:

- Use computers, Windows, files and the internet confidently and safely.
- Produce professional documents, spreadsheets and presentations in Microsoft Office.

- Create graphic and social-media content and run basic digital-marketing campaigns.
- Build and publish a simple website and work with basic databases.
- Write simple programs in Python.
- Explain artificial intelligence and use everyday AI tools effectively and responsibly.
- Apply AI to office, content and small-business tasks.
- Build a professional portfolio and prepare for employment or freelancing.

5 Who the Course Is For and What You Need

Entry requirements Learners need G.C.E. O/L or above, or equivalent. No technical or programming background is required. Applicants are interviewed to confirm readiness.

Who it is for school leavers after O/L or A/L, job-seekers, small-business owners and working adults changing career.

What you need a computer with reliable internet for the LMS laboratories and the daily Project Book (a campus lab is available by arrangement); attendance at evening classes on Tuesday and Thursday.

6 How You Will Learn

Learning activity	Hours	What it involves
Lectures	288 h	Live online lectures with your trainer (6 h a week)
Campus lab practicals	78 h	Hands-on sessions in the campus lab (Room A / Room B), on a rotating schedule
LMS module labs	450 h	Hands-on labs for every module on the NextGen LMS — about 9.5 h a week, done in your own time and monitored by your trainer
Capstone project	32 h	Final project built on campus over dedicated capstone days
Student Project Book	480 h	Your professional record of lab work, reflections and the Management Module
Total	1,328 h	

About the LMS module labs

Every module has a set of hands-on labs on the NextGen LMS. Complete them each week, between your classes — they are where most of your practical skills are built.

Your trainer monitors lab completion on the LMS and uses it to give you feedback before each module assessment. Completing all LMS labs is required for the award.

Use a laptop or computer with reliable internet. If you do not have one, ask about using the campus lab.

7 Your Weekly Timetable

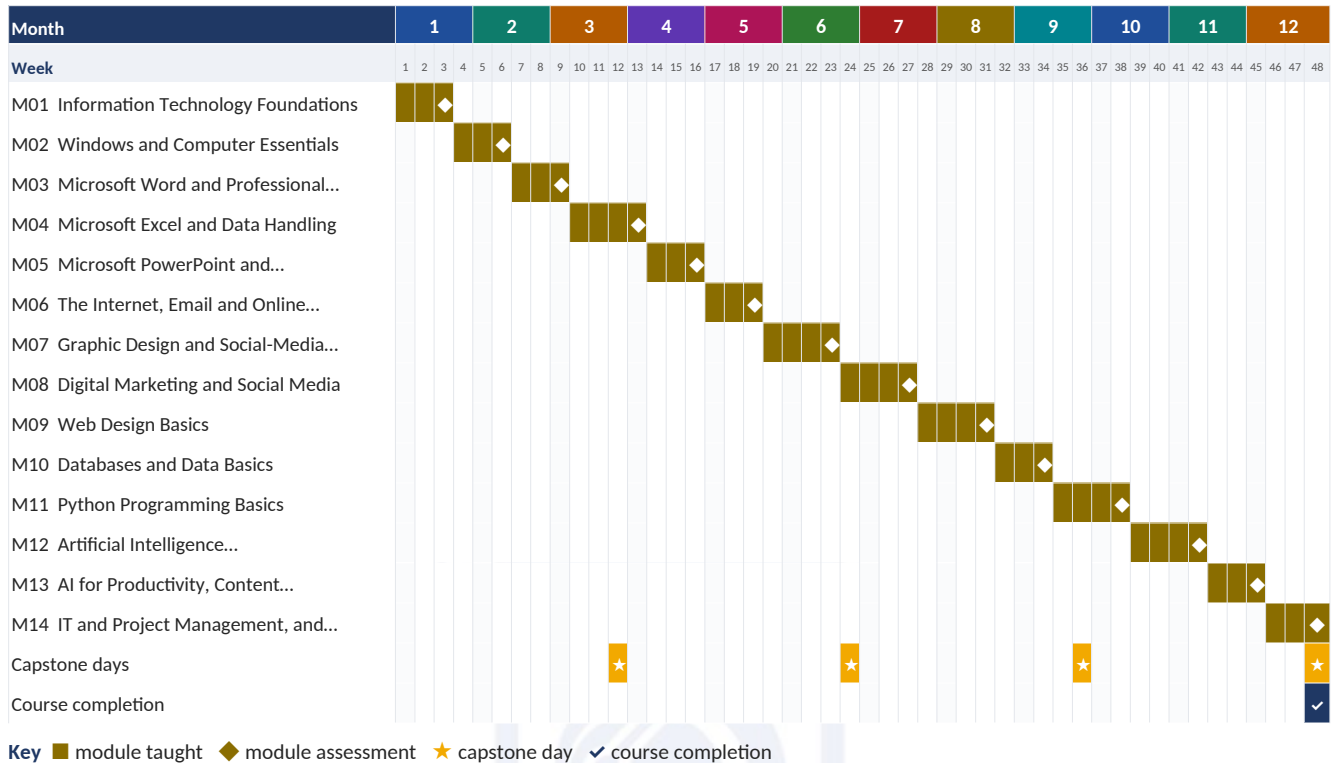
Days	Time	Where	Session
Tuesday, Thursday	7.30 – 10.30 PM	Online	Online live lecture
Sunday	6.30 – 10.30 PM	Room A	Campus lab practical (your batch attends once every 4 weeks)
Friday	2.00 – 6.00 PM	Room B	Campus lab practical in groups of 20 (your group is notified in advance)

Rotating campus lab dates for your batch are published on the LMS at the start of each month.

Room A and Room B are at the NextGen Campus Head Office, Nugegoda. Regular classes do not run on poya days or public holidays.

8 Your Course Journey

The course runs for 48 weeks over 12 months. The chart shows when each module is taught, when you sit each module assessment (◆), and when the capstone days take place.



Month by month

Month	Weeks	What you study	Milestones
Month 1	Weeks 1–4	M01 Information Technology Foundations M02 Windows and Computer Essentials	◆ Module assessment: M01
Month 2	Weeks 5–8	M02 Windows and Computer Essentials M03 Microsoft Word and Professional Documents	◆ Module assessment: M02
Month 3	Weeks 9–12	M03 Microsoft Word and Professional Documents M04 Microsoft Excel and Data Handling	◆ Module assessment: M03 ★ Capstone day (week 12)
Month 4	Weeks 13–16	M04 Microsoft Excel and Data Handling M05 Microsoft PowerPoint and Presentations	◆ Module assessment: M04, M05
Month 5	Weeks 17–20	M06 The Internet, Email and Online Safety M07 Graphic Design and Social-Media Content	◆ Module assessment: M06
Month 6	Weeks 21–24	M07 Graphic Design and Social-Media Content M08 Digital Marketing and Social Media	◆ Module assessment: M07 ★ Capstone day (week 24)
Month 7	Weeks 25–28	M08 Digital Marketing and Social Media M09 Web Design Basics	◆ Module assessment: M08
Month 8	Weeks 29–32	M09 Web Design Basics M10 Databases and Data Basics	◆ Module assessment: M09
Month 9	Weeks 33–36	M10 Databases and Data Basics M11 Python Programming Basics	◆ Module assessment: M10 ★ Capstone day (week 36)
Month 10	Weeks 37–40	M11 Python Programming Basics M12 Artificial Intelligence Foundations and Everyday AI Tools	◆ Module assessment: M11

Month	Weeks	What you study	Milestones
Month 11	Weeks 41–44	M12 Artificial Intelligence Foundations and Everyday AI Tools M13 AI for Productivity, Content and Business	◆ Module assessment: M12
Month 12	Weeks 45–48	M13 AI for Productivity, Content and Business M14 IT and Project Management, and Career Readiness	◆ Module assessment: M13, M14 ★ Capstone day (week 48) ✓ Project Book submitted; course completion



A typical week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
LMS labs ≈ 2 h	Online lecture 7.30 – 10.30 PM online	LMS labs ≈ 2 h	Online lecture 7.30 – 10.30 PM online	Campus lab 2.00 – 6.00 PM when your batch is rostered LMS labs ≈ 2 h	LMS labs ≈ 2 h	Campus lab 6.30 – 10.30 PM when your batch is rostered LMS labs ≈ 2 h
Student Project Book 2 hours every weekday (about 10 h a week): record your lab work, reflections and Management Module activities.						

LMS lab hours are a guide — about 9.5 h a week in total; you can arrange them across the week to suit you.

How the course ends

1 Week 48	2 Week 48	3 End of course	4 After the course	5 Award
Final module M14 IT and Project Management, and Career Readiness and the final module assessment	Final capstone day Capstone presentation and technical defence before the panel	Project Book Submit your completed Student Project Book, including the Management Module	Results Marks are confirmed and your final grade is published: Distinction, Merit or Pass	Diploma NextGen Campus Diploma and Academic Transcript issued

If you need a re-sit A learner who fails a module MCQ may re-sit it once within one month. A learner who fails the capstone panel defence may re-present once within three months.

9 Assessment and Grading

Component	How you are assessed	Weight	When
Continuous assessment	MCQ assessment at the end of each core module	40%	End of each module
Practical examination	Capstone project with panel presentation and technical defence	40%	Capstone Day 4 (Quarter 4)
Student Project Book	Project book submission, including the Management Module	20%	End of course
Total		100%	

Distinction	Merit	Pass	Fail
70% and above	60% – 69%	50% – 59%	Below 50%

Attendance Minimum 85% attendance at evening classes and all four capstone days.

Formative practical checks The weekly practical checks and question types are formative. They are recorded as LMS laboratory completion and give learners feedback before each module MCQ; there is no final written examination.

MCQ assessments Each end-of-module MCQ assessment is completed under supervision on the LMS and covers the module learning outcomes.

Re-sits A learner who fails a module MCQ may re-sit it once within one month. A learner who fails the capstone panel defence may re-present once within three months.

Award requirements — to receive your diploma

You must maintain a minimum attendance of 85%, complete all core-module MCQ assessments and LMS laboratories, submit the Student Project Book and pass the capstone practical examination, achieving an overall mark of at least 50%, to qualify for the diploma.

10 Capstone Project

The capstone runs across four physical days spread through the year (about one a quarter, 8 hours each) at the NextGen Campus Head Office, Nugegoda. Each learner chooses a realistic small-business scenario and builds a complete, AI-enabled IT solution using the skills from the diploma — for example a business that needs branded documents and spreadsheets, social-media content and a page, a simple website, a small database, and AI tools to work faster. Between the physical days, learners develop the project through the Student Project Book and LMS.

Day	When	Focus	Hours
Capstone Day 1	Quarter 1	Quarter 1: choose the business scenario; plan the solution; produce branded Office documents and a spreadsheet	8
Capstone Day 2	Quarter 2	Quarter 2: design social-media content, a brand kit and a marketing plan for the business	8
Capstone Day 3	Quarter 3	Quarter 3: build a simple website and a small database for the business	8
Capstone Day 4	Quarter 4	Quarter 4: add AI tools and automation; finalise; present and defend the solution to a panel	8
Total	32		

What you will deliver

- Business scenario and solution plan
- Branded Office documents and a working spreadsheet
- Social-media content pack, brand kit and marketing plan
- A simple published website and a small database
- AI-enabled productivity and content elements
- Portfolio, panel presentation and demonstration

11 Student Project Book

The Student Project Book is central to this diploma — about 2 hours every weekday, 480 hours across the year. Learners record their daily practice and build a growing portfolio: documents, spreadsheets, presentations, designs, social-media content, a website, a database, Python exercises and AI work. It also contains the Management Module and becomes the learner's professional portfolio for employment or freelancing.

The Project Book contains module-by-module laboratory records and LMS evidence, Management Module activities and reflections, capstone planning and final documentation, and a professional technical portfolio. It is reviewed by the trainer at the end of each module.

Bring your Project Book up to date every week. It is assessed at the end of the course and counts for 20% of your final mark.

12 Your Certificate

When you meet the award requirements you receive the NextGen Campus Diploma — Diploma in AI-Driven Information Technology — together with an Academic Transcript showing every module and your final grade (Distinction, Merit or Pass).

Industry certifications The modules are aligned to these industry certifications: IC3 Digital Literacy (aligned); Microsoft Windows (aligned); Microsoft Office Word (aligned); Microsoft Office Excel (aligned); Microsoft Office PowerPoint (aligned); IC3 Living Online (aligned); Canva / Adobe Express (aligned); Meta / Google digital marketing (aligned); Responsive web design (aligned); Data fundamentals (aligned); Python Institute PCEP (aligned); AI literacy · AI-901 awareness; Microsoft Copilot · generative AI (aligned); Career readiness · IT service basics. Certification exam fees are not included in the course fee unless NextGen Campus states otherwise.

13 Student Guidelines

- Attend at least 85% of your scheduled classes and all capstone sessions. Inform your course coordinator in advance if you cannot attend.
- Be on time for every class, online or on campus. For online classes, join with your camera available and your full name displayed.
- Complete your LMS module labs every week and keep your Project Book up to date — do not leave them to the end of a module.
- Do your own work. Copying, sharing answers or submitting someone else's work is not allowed in any assessment.
- Use AI tools responsibly: use them to learn and to check your work, check every AI output, never paste confidential or personal data, and say when you used AI in your Project Book.
- Look after campus equipment and follow lab safety instructions, including ESD precautions when handling hardware.
- Keep your LMS login private and check the LMS and your email regularly for announcements, timetable changes and assessment dates.

14 Help and Contact

Head Office	NextGen Campus (Pvt) Ltd, Nugegoda, Sri Lanka
Phone	+94 11 251 5215 · +94 77 810 0810
Email	info@nextgencampus.lk
Website	www.nextgencampus.lk
LMS support	Use the help desk on the NextGen LMS for login, lab environment and technical questions. A weekly online Q&A session is held for LMS labs.
Your course coordinator	Introduced at orientation — contact them about attendance, batches, re-sits and any personal circumstances.



PART B Module Details

The course has 14 modules, studied in the order below. Each module lists its aim, what you will learn, what you will be able to do, and the hands-on labs you will complete.

Code	Module	Lecture h	Lab h	Industry alignment
M01	Information Technology Foundations	18	33	IC3 Digital Literacy (aligned)
M02	Windows and Computer Essentials	18	33	Microsoft Windows (aligned)
M03	Microsoft Word and Professional Documents	18	33	Microsoft Office Word (aligned)
M04	Microsoft Excel and Data Handling	24	44	Microsoft Office Excel (aligned)
M05	Microsoft PowerPoint and Presentations	18	33	Microsoft Office PowerPoint (aligned)
M06	The Internet, Email and Online Safety	18	33	IC3 Living Online (aligned)
M07	Graphic Design and Social-Media Content	24	44	Canva / Adobe Express (aligned)
M08	Digital Marketing and Social Media	24	44	Meta / Google digital marketing (aligned)
M09	Web Design Basics	24	44	Responsive web design (aligned)
M10	Databases and Data Basics	18	33	Data fundamentals (aligned)
M11	Python Programming Basics	24	44	Python Institute PCEP (aligned)
M12	Artificial Intelligence Foundations and Everyday AI Tools	24	44	AI literacy · AI-901 awareness
M13	AI for Productivity, Content and Business	18	33	Microsoft Copilot · generative AI (aligned)
M14	IT and Project Management, and Career Readiness	18	33	Career readiness · IT service basics
	Total for modules	288	528	

Lab hours are LMS module labs and campus lab practicals. Capstone and Project Book hours are in addition to the module hours.

M01 Information Technology Foundations 18 h lecture · 33 h labs

Phase 1 — IT & Computer Foundations · Aligned to IC3 Digital Literacy (aligned)

Aim Introduces information technology for complete beginners — how computers, software, files, storage and the internet work — and builds confidence, safe computing habits and the digital-literacy foundation for the whole diploma.

What you will learn

- What IT is and where it is used
- Hardware and software basics
- Files, folders and storage
- Operating systems overview
- The internet and the cloud
- Digital literacy and safe computing

You will be able to

- Explain what hardware, software, files and storage are
- Use a computer, files and folders confidently
- Explain how the internet and cloud services work
- Work safely and responsibly online

Hands-on LMS labs — 33 hours

- Organise files and folders on a computer
- Save work to local and cloud storage

Using AI in this module

- Meet AI assistants and how they help beginners learn IT

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M02 Windows and Computer Essentials 18 h lecture · 33 h labs

Phase 1 — IT & Computer Foundations · Aligned to Microsoft Windows (aligned)

Aim Builds everyday Windows skills — settings, apps, printing, updates and basic troubleshooting — so learners can set up and look after their own computer and help others.

What you will learn

- The Windows desktop and settings
- Installing and managing apps
- Printers and devices
- Updates and Windows Security
- Backup and file recovery
- Everyday troubleshooting

You will be able to

- Use and personalise Windows settings and apps
- Install software, connect printers and manage devices
- Keep a computer updated, backed up and secure
- Fix common everyday problems

Hands-on LMS labs — 33 hours

- Set up a Windows PC for a new user
- Install an app and connect a printer

Using AI in this module

- Use an AI assistant to explain and fix common Windows problems

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M03 Microsoft Word and Professional Documents 18 h lecture · 33 h labs

Phase 2 — Office Productivity & Online Skills · Aligned to Microsoft Office Word (aligned)

Aim Develops professional document skills in Microsoft Word — formatting, tables, images, styles and templates — to produce letters, reports, CVs and business documents.

What you will learn

- Text formatting and layout
- Styles and headings
- Tables and images
- Page setup and printing
- Templates
- Mail merge basics

You will be able to

- Create and format professional documents
- Use styles, headings, tables and images
- Build reusable templates
- Prepare a professional CV and business letter

Hands-on LMS labs — 33 hours

- Produce a formatted business report
- Create a professional CV from a template

Using AI in this module

- Use AI to draft and improve document content, then edit it

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M04 Microsoft Excel and Data Handling 24 h lecture · 44 h labs

Phase 2 — Office Productivity & Online Skills · Aligned to Microsoft Office Excel (aligned)

Aim Builds practical spreadsheet skills in Microsoft Excel — formulas, functions, charts and simple data analysis — for business, finance and everyday record-keeping.

What you will learn**You will be able to**

- Worksheets and formatting
- Formulas and cell references
- Common functions (SUM, IF, VLOOKUP, COUNTIF)
- Sorting and filtering
- Charts
- Simple data analysis and dashboards
- Enter, format and organise data in Excel
- Use formulas and common functions
- Create charts to present data
- Build a simple business worksheet (budget or inventory)

Hands-on LMS labs — 44 hours

- Build a monthly budget with formulas and a chart
- Analyse a sales dataset with sorting, filters and functions

Using AI in this module

- Use AI to write and explain Excel formulas, then check them

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M05 Microsoft PowerPoint and Presentations 18 h lecture · 33 h labs

Phase 2 — Office Productivity & Online Skills · Aligned to Microsoft Office PowerPoint (aligned)

Aim Develops presentation and public-speaking skills — designing clear slides and delivering them confidently — a core skill for study, work and business.

What you will learn

- Slide design principles
- Layouts, themes and master slides
- Images, icons and transitions
- Speaker notes and handouts
- Presentation and public-speaking skills

You will be able to

- Design clear, attractive slides
- Use images, transitions and layouts well
- Prepare speaker notes and handouts
- Deliver a confident presentation

Hands-on LMS labs — 33 hours

- Design a professional 10-slide deck
- Present it to the class

Using AI in this module

- Use AI to generate slide outlines and speaker notes, then refine them

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M06 The Internet, Email and Online Safety 18 h lecture · 33 h labs

Phase 2 — Office Productivity & Online Skills · Aligned to IC3 Living Online (aligned)

Aim Builds confident, safe use of the internet, email and online services — search, communication, online forms and accounts, cyber-safety and personal data protection.

What you will learn

- Effective web search
- Professional email
- Online services, forms and e-government
- Cyber-safety, scams and phishing
- Passwords and account security
- Personal Data Protection Act No. 9 of 2022 basics

You will be able to

- Search the web effectively and judge sources
- Use professional email and online communication
- Use online services, forms and accounts safely
- Protect accounts, privacy and personal data (PDPA)

Hands-on LMS labs — 33 hours

- Set up and use a professional email account
- Spot scam and phishing messages

Using AI in this module

- Use AI safely online and recognise AI-related scams

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M07 Graphic Design and Social-Media Content 24 h lecture · 44 h labs

Phase 3 — Design, Marketing & Web · Aligned to Canva / Adobe Express (aligned)

Aim Develops practical visual-design skills using Canva and similar tools — creating posters, social-media posts, logos and simple branding for business and personal use.

What you will learn

- Design principles
- Canva and Adobe Express
- Social-media post and story design
- Posters, flyers and banners
- Logos and simple branding
- Image sizes and export formats

You will be able to

- Apply basic design principles (layout, colour, typography)
- Create social-media posts, posters and flyers in Canva
- Design a simple logo and brand kit
- Prepare content in the right sizes for each platform

Hands-on LMS labs — 44 hours

- Design a set of social-media posts for a business
- Create a simple logo and brand kit

Using AI in this module

- Use AI image and design tools to generate and edit visuals responsibly

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M08 Digital Marketing and Social Media 24 h lecture · 44 h labs

Phase 3 — Design, Marketing & Web · Aligned to Meta / Google digital marketing (aligned)

Aim Builds practical digital-marketing skills — managing social-media pages, planning content, and running basic Facebook, Instagram and Google promotions for a small business.

What you will learn

- Social-media platforms for business
- Content planning and calendars
- Facebook and Instagram pages and posts
- Boosted posts and basic ads
- Google Business Profile
- Analytics and improving reach

You will be able to

- Set up and manage business social-media pages
- Plan a content calendar
- Run and monitor a basic paid promotion
- Read simple analytics and improve results

Hands-on LMS labs — 44 hours

- Plan a one-month content calendar for a business
- Set up a business page and a boosted post (demo budget)

Using AI in this module

- Use AI to plan campaigns, write captions and generate content ideas

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M09 Web Design Basics 24 h lecture · 44 h labs

Phase 3 — Design, Marketing & Web · Aligned to Responsive web design (aligned)

Aim Introduces building simple websites — HTML and CSS basics, and no-code website builders — so learners can create a personal or small-business website.

What you will learn

- How websites work
- HTML basics
- CSS basics

You will be able to

- Build a simple web page with HTML and CSS
- Use a no-code builder (WordPress or Wix) to create a site
- Make a site mobile-friendly

- No-code builders (WordPress / Wix)
- Responsive, mobile-friendly design
- Domains, hosting and publishing
- Publish a website online

Hands-on LMS labs — 44 hours

- Build a personal profile web page in HTML and CSS
- Create and publish a small-business site with a no-code builder

Using AI in this module

- Use AI to generate and explain website text and simple code

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M10 Databases and Data Basics 18 h lecture · 33 h labs

Phase 4 — Data, Programming & Web · Aligned to Data fundamentals (aligned)

Aim Introduces data and databases — how information is stored, organised and queried — with spreadsheets, simple databases and an introduction to SQL.

What you will learn

- Data and information
- Tables, rows and fields
- Spreadsheets vs databases
- Introduction to SQL (SELECT, WHERE)
- Data quality and privacy
- Presenting data

You will be able to

- Explain what data and databases are
- Organise data into tables
- Run simple SQL queries
- Present data clearly

Hands-on LMS labs — 33 hours

- Design a simple contacts or inventory database
- Run basic SQL queries on sample data

Using AI in this module

- Use AI to write and explain simple SQL, then verify it

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M11 Python Programming Basics 24 h lecture · 44 h labs

Phase 4 — Data, Programming & Web · Aligned to Python Institute PCEP (aligned)

Aim Teaches programming from the very beginning with Python — the world's most popular beginner language — through small, practical projects.

What you will learn

- What programming is
- Python basics and variables
- Conditions and loops
- Functions
- Lists and dictionaries
- Files and a small automation project

You will be able to

- Write simple Python programs
- Use variables, conditions, loops and functions
- Read and write files
- Automate a small everyday task

Hands-on LMS labs — 44 hours

- Write a simple calculator and a quiz program
- Automate a small repetitive task

Using AI in this module

- Use AI to explain and debug Python code, while understanding every line

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M12 Artificial Intelligence Foundations and Everyday AI Tools**24 h lecture · 44 h labs***Phase 5 — Artificial Intelligence & Career · Aligned to AI literacy · AI-901 awareness*

Aim Builds a clear, practical understanding of artificial intelligence — what it is, how it is used, and how to use everyday AI tools effectively and responsibly.

What you will learn

- What AI is and how it is used
- Machine learning and generative AI in simple terms
- Popular AI tools and assistants
- Prompting for good results
- Limits, bias and hallucination
- Responsible AI and PDPA

You will be able to

- Explain AI, machine learning and generative AI in simple terms
- Use popular AI assistants effectively
- Write good prompts for reliable results
- Use AI responsibly and protect personal data

Hands-on LMS labs — 44 hours

- Compare AI assistants on real tasks
- Build a personal prompt library

Using AI in this module

- The dedicated AI foundations module

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M13 AI for Productivity, Content and Business**18 h lecture · 33 h labs***Phase 5 — Artificial Intelligence & Career · Aligned to Microsoft Copilot · generative AI (aligned)*

Aim Applies AI tools to real work — documents, spreadsheets, presentations, images, marketing content and everyday business tasks — to work faster and smarter.

What you will learn

- AI in office productivity
- AI for writing and summarising
- AI for images and design
- AI for marketing and social media
- AI for small-business tasks
- Checking and correcting AI output

You will be able to

- Use AI in Word, Excel and PowerPoint tasks
- Generate marketing and social-media content with AI
- Create and edit images with AI tools
- Automate simple business tasks with AI, and check the output

Hands-on LMS labs — 33 hours

- Produce a business document, spreadsheet and deck with AI help
- Create an AI-assisted marketing pack for a business

Using AI in this module

- The dedicated applied-AI module

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

M14 IT and Project Management, and Career Readiness**18 h lecture · 33 h labs***Phase 5 — Artificial Intelligence & Career · Aligned to Career readiness · IT service basics*

Aim Prepares learners for employment and freelancing — basic IT service and project skills, professional communication, CV and portfolio building, and interview practice.

What you will learn

- Basic IT service and help-desk skills
- Project planning basics
- Professional and customer communication
- CV, LinkedIn and portfolio
- Interview skills

You will be able to

- Apply basic IT service and project skills
- Communicate professionally with clients and teams
- Build a CV, portfolio and online profile
- Prepare for interviews and freelancing

- Freelancing and the local and overseas job market

Hands-on LMS labs — 33 hours

- Build a CV and an online portfolio
- Complete a mock interview

Using AI in this module

- Use AI to prepare a CV, portfolio and interview answers, then personalise them

Assessment: end-of-module MCQ (continuous assessment) and LMS laboratory and Project Book completion.

