

Certified Artificial Intelligence Professional Training Program

Who can do?

- Students looking to build future-ready AI skills.
- Working Professionals who want to increase productivity and advance their careers.
- Entrepreneurs & Business Owners seeking to learn AI and increase the productivity of their businesses.
- Freelancers, Digital Marketers & Content Creators who want to create high-quality content faster using AI.
- Teachers, Trainers & Office Professionals who want to simplify daily tasks and improve efficiency with AI tools.

**100,000+ Students
have been Trained**

since
1997

**Program is
offered by**

**3D EDUCATORS
INTL**
22 Years of
Excellence in
Training &
Development

**Invest in
People the
only Asset
that Appreciates**



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About the Program Designer & Instructor

Certified Artificial Intelligence Professional is a comprehensive professional program designed by experienced AI professionals that help for learners to build practical AI skills from beginner to advanced levels. The course covers leading AI tools including ChatGPT, Microsoft Copilot, Google Gemini, Claude AI, Canva AI, Runway, and other emerging AI technologies with hands-on training.

The specialty of this program is its practical approach, enabling participants to apply AI in content creation, business automation, design, research, marketing, productivity, and freelancing. Upon successful completion, learners will be equipped with the knowledge and confidence to thrive in today's AI-driven digital world.

Inauguration

The Training Program shall be inaugurated by a senior member of 3D Educators and President of 3D Group.

Program Structure

No of classes per week	02 -Classes
Duration of each class	02 – Hours

Other Learning Activities For Each Module

Classroom Assignments	12
Presentations by Trainees	01
Sessions with senior I.T. Professional	01
Final Project	01

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The scope of this program is to provide participants with practical knowledge of Artificial Intelligence and its real-world applications. It equips learners with the latest AI tools and techniques to improve productivity, creativity, business operations, and everyday tasks. In today's digital era, organizations seek professionals who can effectively leverage AI to solve problems and drive innovation.

This program covers industry-leading AI platforms, including ChatGPT, Microsoft Copilot, Google Gemini, Claude AI, Canva AI, Runway, and other emerging technologies. Delivered by experienced trainers with extensive backgrounds in Information Technology and Artificial Intelligence, the course provides hands-on learning that prepares participants for the evolving AI-powered workplace.

Program Topics and Time Allocation

AI Fundamentals & Prompt Engineering	8 Hours
Generative AI Tools (ChatGPT, Gemini, Copilot, Claude)	14 Hours
AI for Content, Design & Video Creation	10 Hours
AI for Business, Productivity & Automation	8 Hours
Real-World AI Projects & Career Development	8 Hours



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Module 1: Introduction to Artificial Intelligence

Session 1

- What is Artificial Intelligence?
- AI vs Machine Learning vs Deep Learning
- Generative AI Overview
- AI Applications in Different Industries
- AI Ethics & Responsible AI

Session 2

- Understanding Large Language Models (LLMs)
- AI Productivity Workflow
- Prompt Engineering Basics
- Writing Effective Prompts
- Hands-on Exercises

Module 2: ChatGPT Mastery

Session 3

- ChatGPT Interface
- Free vs Plus Features
- Prompt Frameworks
- AI for Daily Productivity



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Session 4

- Advanced Prompt Engineering
- Role Prompting
- Chain of Thought Prompting
- Business Prompt Templates
- Personal AI Assistant Setup

Module 3: Microsoft Copilot

Session 5

- Microsoft Copilot Overview
- AI in Microsoft Office
- Word AI
- Excel AI
- PowerPoint AI

Session 6

- Copilot for Email Writing
- AI Document Creation
- Data Analysis
- Report Generation
- Practical Assignment



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Module 4: Google Gemini

Session 7

- Google Gemini Basics
- Research with AI
- AI Search Techniques
- Gmail AI
- Google Docs AI

Session 8

- Gemini Advanced Features
- Google Workspace Automation
- AI Study Assistant
- Business Use Cases

Module 5: Canva AI

Session 9

- Canva AI Introduction
- Magic Design
- Magic Write
- AI Image Generation

Session 10

- Social Media Design
- Marketing Creatives
- Presentation Design
- Brand Kit
- AI Video Basics

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Module 6: Claude AI

Session 11

- Claude AI Overview
- Long Document Analysis
- Research Assistance
- Business Writing

Session 12

- AI for Reports
- Proposal Writing
- SOP Creation
- AI Documentation

Module 7: AI Image Generation

Session 13

- Ideogram AI
- AI Image Prompting
- Text-to-Image
- Logo Design
- Poster Design

Session 14

- Advanced Prompt Techniques
- Branding Images
- Product Mockups
- Marketing Graphics
-

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Module 8: AI Video Creation

Session 15

- Runway AI
- Text-to-Video
- AI Video Editing
- AI Background Removal

Session 16

- Pika Labs
- AI Animation
- Short Video Creation
- YouTube Shorts Production

Module 9: Notion AI & Productivity

Session 17

- Notion AI Basics
- Notes Management
- Project Management
- Knowledge Base

Session 18

- AI Workflow Automation
- Team Collaboration
- Documentation
- Productivity Systems



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Module 10: AI for Business & Marketing

Session 19

- AI Content Writing
- SEO with AI
- Social Media Content
- Email Marketing

Session 20

- AI for Sales
- Customer Support
- Digital Marketing
- Business Automation

Module 11: AI for Career & Freelancing

Session 21

- Resume Writing with AI
- LinkedIn Optimization
- Interview Preparation
- Personal Branding

Session 22

- Freelancing with AI
- Fiverr & Upwork
- Client Communication
- Proposal Writing
- Portfolio Building

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Module 12: Final Projects & Advanced AI

Session 23

Capstone Project

- AI Business Assistant
- AI Marketing Campaign
- AI Content Portfolio
- AI Presentation

Session 24

- Final Project Presentation
- AI Career Roadmap
- Latest AI Trends
- Future of AI
- Course Review
- Certificate Distribution

Practical Projects Included

- AI Resume Builder
- AI Business Plan
- AI Social Media Campaign
- AI Presentation
- AI Research Report
- AI Marketing Strategy
- AI Poster Design
- AI Logo Design
- AI YouTube Video
- AI Product Advertisement
- AI Chatbot Prompt Library
- AI Productivity Workspace
- AI Portfolio Website Content
- AI Freelancing Profile

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TERMS & CONDITIONS

WITHDRAWAL FROM THE CERTIFICATION OR DIPLOMA

Students are not allowed to withdraw from the CERTIFICATION/DIPLOMA. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION/DIPLOMA – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION/DIPLOMA will be 70 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION/DIPLOMA:

A	B+	B	C+	C	F
87-100	81-86	72-80	66-71	60-65	Below 60

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

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Get the Admission Form

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