

SKILLS BOOTCAMP CURRICULUM

# AI Literacy

Length  
9 weeks

Commitment  
1 day per week

Level  
3

# AI Literacy

The AI Literacy Skills Bootcamp gives you a practical, no-nonsense introduction to artificial intelligence — what it is, how it works, and how to use it with confidence. You'll explore the tools, understand the risks, and develop a clear view of where AI fits into your work and your industry. Not just to follow the hype. But to make informed decisions about it.

## Who is this course for?

### The Business Owner

AI is changing the game but you're not sure where to start, what to trust or what risks are involved.

### The Team Manager

Your team is already using AI, officially or not. Time to lead confidently and set the standard.

### The Professional Upskiller

You want to be valued for how you use AI, not worried about being replaced by it.

## Course Overview

This 9-week bootcamp covers:

- **Understanding AI** – What AI, ML and LLMs actually are, how they differ, and where they're already being used in your industry
- **Prompting and Ethics** – How to get better results from AI tools, and how to use them responsibly and legally
- **Risk and Regulation** – The EU AI Act, how to categorise AI systems, and what that means in practice
- **Innovation and NotebookLM** – Build a knowledge base, explore models of innovation, and apply them to real problems
- **Design Thinking** – A practical framework for solving problems and building solutions that actually work
- **Your AI Plan** – Reflect on what you've learned and create a clear, ethical strategy for using AI going forward
- **Final Project** – Design and pitch an AI-enhanced business opportunity, and give feedback on your peers' ideas

# AI Literacy

## Exploring AI, LLMs, and Effective Prompting Tools & AI

### WEEK 1: INTRODUCTION TO ML, LLMS & AI

This week introduces the fundamentals of ML, LLMs, and AI, exploring their differences, applications, and practical use in professional contexts.

#### Learning Outcomes

- Explain the difference between AI, ML, and LLMs.
- Use an LLM to retrieve information and refine prompts.
- Understand AI's impact, including bias and its role in career and business applications.

### WEEK 2: MORE EFFECTIVE PROMPTING, ETHICS AND LEGAL ISSUES IN AI

Learners will explore methods to prompt AI tools better, and also discuss some of the ethical and legal issues to do with AI.

#### Learning Outcomes

- Choose a framework to write an effective prompt.
- Identify and articulate key ethical considerations pertinent to the development of AI.
- Know some legal issues surrounding the use of AI.

### WEEK 3: EXPLORING AI TOOLS, RISK AND THE EU AI ACT

Learners will practice making AI assistants, explore the EU AI Act as well as industry uses of AI and risks within.

#### Learning Outcomes

- Understand how to create and use an AI Assistant.
- Understand and categorise an AI system as limited risk, high risk, or an unacceptable risk.
- Know how AI is being applied in different industries.

### WEEK 4: EXPLORING INNOVATION AND USING NOTEBOOKLM

We'll explore how NotebookLM can support organisation and problem solving, and how different models of innovation can inspire creative solutions in business.

#### Learning Outcomes

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- Use NotebookLM to build and manage a knowledge base for decision-making and problem solving.
- Explain what innovation means and why it matters in business.
- Describe at least two models of innovation and their applications.

### WEEK 5: DESIGN THINKING & INTEGRATED AI TOOLING

We'll apply design thinking to develop practical solutions and also look at AI tools which are integrated into different digital applications.

#### Learning Outcomes

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- Explain the concept and process of design thinking.
- Give examples of how design thinking shapes effective solutions.
- Know what I can use different integrated AI tools to help me with.

### WEEK 6: HOW WILL I USE AI?

You'll create a clear plan for how to use AI ethically, strategically, and effectively.

#### Learning Outcomes

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- Identify learning gaps and areas to improve.
- Create a 3-point plan for future AI use in learning, work, or business.
- Use critical and ethical thinking to plan responsible, secure, and innovative AI use.

### WEEK 7: TOPICS RECAP AND PRESENTATION TIPS

We'll revise different topics and aspects from the course such as Design Thinking, and go over some practical tips for effective presentations.

#### Learning Outcomes

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- Name 3 elements from Design Thinking.
- Create a slideshow using a presentation tool.
- Identify at least 2 elements of an effective presentation.

## WEEK 8: PROJECT KICKOFF

Bringing together previous weeks' learning, learners begin turning ideas into practical AI tools while refining their presentation skills to confidently pitch their solutions.

### Learning Outcomes

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- Apply the Deliver phase of Design Thinking to shape and refine a workable AI tool concept.
- Present a clear and compelling pitch that communicates the value of their solution.
- Launch their project with a defined plan, resources, and next steps.

## WEEK 9: FINAL PROJECT PRESENTATIONS

This is where we'll bring everything together and you'll present your final project to the class.

### Learning Outcomes

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- Confidently present an idea or pitch to a group.
- Present a business opportunity to improve using AI.
- Review and analyse others' use of AI for a business improvement tool.

## Note

In order to successfully complete this course, you must:

- Attend 100% of sessions – with availability to make up for one day missed.
- Complete at least four of five assignments, including the final presentation.

# Real Tech. Real Careers.

Tech education that opens doors.

In 9 weeks, you'll go from curious to confident — understanding AI, using it effectively, and making informed decisions about it in your work.

Don't just keep up with AI. Get ahead of it.

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