

TIME

10-15 hours

LEVEL

Beginner

PREREQUISITE

None

1 What Is AI?



Learn what AI can and cannot do.

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2 Choose an Assistant



Compare ChatGPT, Claude, Gemini, Copilot, and Grok.

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3 Write a First Prompt



Use role, goal, context, and output format.

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4 Practice Prompting



Improve prompts through short experiments.

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5 Try a Real Task



Summarize, brainstorm, plan, or rewrite.

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6 Verify the Answer



Check facts, sources, dates, and assumptions.

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7 Protect Your Data



Avoid secrets, private records, and sensitive details.

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8 Build a Weekly Habit



Save your best prompts and track progress.

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RELATED GLOSSARY TERMS

Artificial Intelligence | Prompt | Large Language Model | Token |
Hallucination | Context Window

SKILLS EARNED

- Write useful prompts
- Use AI safely
- Compare AI assistants
- Create a repeatable workflow
- Verify important answers

01

CYBERSIDE.AI CERTIFICATE OF COMPLETION

Beginner Ai Learning Map

This certifies that

LEARNER NAME

completed the learning milestones, practical exercises, and safety checkpoints.

DATE

SIGNATURE / MENTOR



SCAN TO REVISIT THE LEARNING MAP

Certificate ID: CSAI-BEGINNER-2026