



Course Curriculum

MASTERING AI TOOLS TRAINING CURRICULUM



500K+

Satisfied Students



100K+

Online Students



300+

Trainers



300K+

Placements



200+

Global Certifications



150+

Companies

Who Is *Eligible for This Course?*

Students

Working Professionals

Non-IT Professionals

IT Professionals

Business Owners

Entrepreneurs

Digital Marketers

Content Creators

Teachers & Trainers

HR Professionals

Sales Professionals

Marketing Professionals

Bloggers

Managers & Leaders

Operations

Job Seekers

AI Tools to be covered:



ChatGPT



Gemini



Copilot



Claude



perplexity



NotebookLM



Gamma



grammarly



NATION-AI



Adobe Express

zapier



fireflies.ai

HubSpot

Julius

Quizlet



Khanmigo

Diffit
For Teachers



synthesia

IIElevenLabs



Module-1: CHATGPT

✓ Mastering ChatGPT For Personal & Professional Productivity

- Core Areas
 - ChatGPT fundamentals
 - Interface & account
 - Prompt engineering
 - Content generation
 - Rewriting & editing
 - Research
 - Deep research
 - File/document analysis
 - PDF analysis
 - Spreadsheet/data analysis
 - Image understanding
 - Image generation
 - Image editing
 - Brainstorming
 - Problem-solving
 - Decision support
 - Presentations
 - Communication
 - Personal productivity
 - Projects
 - Customization
 - Advanced capabilities
 - Responsible AI

✓ Major Practical Projects

- AI Personal Assistant
- AI Content Creator
- AI Research Assistant
- AI Data Analyst
- AI Professional Assistant

✓ **This Comprehensive ChatGPT Course Equips Professionals And Students Across Various Fields With Practical AI Skills To Enhance Productivity, Creativity, Communication, Research, Content Creation, And Everyday Work.**

Module-2: GOOGLE GEMINI

✓ Mastering Gemini For Research, Creativity & Google Workspace

- Core Areas

- Gemini fundamentals
- Interface
- Prompting
- Text generation
- Content rewriting
- Research
- Information discovery
- Document analysis
- File interaction
- Image understanding
- Image generation
- Brainstorming
- Planning
- Google Workspace applications
- Productivity workflows
- Advanced Gemini capabilities
- Responsible AI

✓ Practical Projects

- AI Research Assistant
- AI Content Assistant
- AI Workspace Assistant

✓ **This Comprehensive Google Gemini Course Equips Professionals And Students Across Various Fields With Practical AI Skills To Enhance Productivity, Creativity, Research, And Everyday Work.**

Module-3: MICROSOFT COPILOT

✓ Mastering AI Across Microsoft 365

- Part A — Copilot Chat
 - Prompting
 - Questions
 - Content creation
 - Summarization
 - Research
 - File-based work
 - Business productivity
- Part B — Word
 - Draft documents
 - Rewrite
 - Summarize
 - Improve writing
 - Generate content
 - Document Q&A
- Part C — Excel

- Formula assistance
- Data analysis
- Tables
- Charts
- Insights
- Data cleaning
- Trend identification
- Part D — PowerPoint
 - Presentation creation
 - Slide generation
 - Content refinement
 - Summarization
 - Speaker content
 - Presentation Q&A
- Part E — Outlook
 - Email drafting
 - Email summarization
 - Thread analysis
 - Tone improvement
 - Follow-ups
 - Calendar assistance
- Part F — Teams
 - Meeting summaries
 - Key points
 - Action items
 - Meeting questions
 - Follow-up
- Part G — Advanced Workplace AI
 - Copilot agents
 - Organizational search
 - Research
 - Automation
 - AI-assisted workflows

✓ Capstone

- Build Your AI-Powered Microsoft 365 Workplace

✓ **This Comprehensive Microsoft Copilot Course Equips Professionals And Students With Practical AI Skills To Improve Productivity, Automate Routine Tasks, Analyze Information, And Create Professional Content Faster.**

Module-4: CLAUDE

✓ AI For Long-Form Thinking, Analysis & Professional Work

- Claude fundamentals

- Prompting
- Context management
- Long documents
- Document analysis
- Writing
- Rewriting
- Research
- Brainstorming
- Structured analysis
- Business reasoning
- Projects
- Artifacts
- Professional workflows
- Limitations
- Responsible use

✓ Project

- Build a Claude Professional Knowledge Assistant

✓ **This Comprehensive Claude AI Course Equips Professionals And Students With Practical AI Skills To Improve Productivity, Conduct Advanced Research, Analyze Documents, Create Content, And Solve Complex Problems Efficiently.**

Module-5: PERPLEXITY AI

✓ AI Search & Research

- AI search fundamentals
- Search prompting
- Research questions
- Source discovery
- Source evaluation
- Citation-based research
- Competitor research
- Market research
- Industry research
- Comparative research
- Deep research
- Research reports
- Fact verification
- Research workflow

✓ Project

- Build a Professional Research Report

- ✓ This Comprehensive Perplexity AI Course Equips Professionals And Students With Powerful AI Research Skills To Find Reliable Information, Analyze Sources, Generate Insights, And Make Faster, Well-Informed Decisions.

Module-6: NOTEBOOKLM

- ✓ AI Knowledge & Document Research

- Notebook creation
- Adding sources
- PDFs
- Documents
- Websites
- Source-based questioning
- Summarization
- Key-point extraction
- Research
- Study notes
- FAQs
- Briefing documents
- Knowledge management
- Source-grounded AI workflows

- ✓ Project

- Build a Personal/Professional Knowledge Base

- ✓ This Comprehensive Google NotebookLM Course Equips Professionals And Students With Practical AI Skills To Analyze Documents, Extract Insights, Organize Information, Conduct Research, And Work Smarter With Their Own Content.

Module-7: CANVA AI

- ✓ AI Design & Visual Content Creation

- Canva fundamentals
- AI design tools
- Text-to-design
- AI image generation
- Image editing
- Background removal
- Presentation design
- Social-media creatives
- Posters

- Flyers
- Documents
- Brand content
- Marketing creatives
- Visual storytelling
- AI-assisted video
- Professional design workflow

✓ Project

- Create a Complete Professional Brand/Communication Kit

✓ **This Comprehensive Canva AI Course Equips Professionals And Students With Practical AI-Powered Design Skills To Create Stunning Visuals, Presentations, Marketing Content, And Professional Designs Faster And More Efficiently.**

Module-8: GAMMA

✓ AI Presentations, Documents & Visual Storytelling

- AI presentation fundamentals
- Prompt-to-presentation
- Presentation structure
- Slide generation
- Content generation
- Design
- Visual hierarchy
- Editing
- Presentation refinement
- Documents
- Web pages
- Storytelling
- Speaker preparation
- Export & sharing

✓ Project

- Create a 15-Slide Professional Presentation

✓ **This Comprehensive Gamma AI Course Equips Professionals And Students With Practical AI Skills To Create Professional Presentations, Documents, Reports, Webpages, And Visual Content Faster And More Effectively.**

Module-9: GRAMMARLY

✓ AI Writing & Professional Communication

- Grammar
- Spelling
- Sentence improvement
- Rewriting
- Tone
- Clarity
- Conciseness
- Professional writing
- Email writing
- Business communication
- AI-assisted drafting
- Personal writing style
- Review workflow

✓ Project

- Build a Professional Communication Toolkit

✓ **This Comprehensive Grammarly AI Course Equips Professionals And Students With Practical AI-Powered Writing Skills To Communicate Clearly, Professionally, And Confidently Across Emails, Documents, Reports, Presentations, And Everyday Work.**

Module-10: NOTION AI

✓ AI Workspace & Knowledge Management

- Notion fundamentals
- Pages
- Databases
- AI writing
- Summarization
- Meeting notes
- Knowledge management
- Task management
- Project management
- Search
- Documentation
- Team knowledge
- AI workflows
- Workspace organization

✓ Project

- Build an AI-Powered Professional Workspace

- ✔ This Comprehensive Notion AI Course Equips Professionals And Students With Practical AI Skills To Organize Information, Manage Projects, Create Content, Automate Workflows, And Improve Productivity From One Centralized Workspace.

Module-11: ADOBE EXPRESS

- ✔ AI Content & Creative Production

- AI design
- Image creation
- Image editing
- Templates
- Social content
- Marketing creatives
- Posters
- Presentations
- Video
- Brand content
- Content resizing
- Background removal
- Creative workflow

- ✔ Project

- Create a Professional Digital Content Campaign

- ✔ This Comprehensive Adobe Express AI Course Equips Professionals And Students With Practical AI-Powered Creative Skills To Design Engaging Visuals, Social Media Content, Presentations, Videos, And Marketing Materials Faster And More Effectively.

Module-12: ZAPIER

- ✔ No-Code AI Automation

- What is automation?
- Zapier fundamentals
- Trigger/action concept
- Apps
- Workflows
- Multi-step automation
- Filters
- Paths
- AI-powered workflows
- Forms

- Notifications
- Email automation
- Data movement
- Human approval
- Error handling
- Workflow testing

✓ Project

- Build 3 AI-Powered Workplace Automations

✓ **This Comprehensive Zapier AI Course Equips Professionals And Students With Practical Automation Skills To Connect Apps, Automate Repetitive Tasks, Streamline Workflows, And Improve Productivity Without Complex Coding.**

Module-13: FIREFLIES.AI

✓ AI Meeting Intelligence

- Curriculum
- Meeting recording
- Transcription
- Meeting summaries
- Action items
- Topics
- Search
- Conversation intelligence
- Meeting analytics
- Follow-ups
- Team knowledge
- CRM/workflow integration
- Meeting productivity

✓ Project

- Build an AI Meeting Intelligence System

✓ **This Comprehensive Fireflies.AI Course Equips Professionals And Students With Practical AI-Powered Meeting Intelligence Skills To Record Conversations, Generate Transcripts, Summarize Meetings, Track Action Items, And Improve Team Productivity.**

Module-14: HUBSPOT AI

✓ AI For CRM, Marketing & Sales

- CRM fundamentals

- AI-assisted CRM
- Contact management
- Lead management
- Sales content
- Marketing content
- Email assistance
- Customer insights
- Reporting
- Sales productivity
- Marketing automation
- Customer data
- AI workflows

✓ Project

- Build an AI-Assisted Customer Journey

✓ **This Comprehensive HubSpot AI Course Equips Professionals And Students With Practical AI-Powered Skills To Improve Marketing, Sales, Customer Engagement, CRM Management, Automation, And Business Productivity.**

Module-15: JULIUS AI

✓ AI Data Analysis & Business Intelligence

- Data upload
- CSV/Excel analysis
- Data understanding
- Natural-language data questions
- Data cleaning
- Calculations
- Trends
- Patterns
- Outliers
- Charts
- Visualization
- Business insights
- Reporting
- Decision support

✓ Project

- Create an AI Business Intelligence Report

✓ **This Comprehensive Julius AI Course Equips Professionals And Students With Practical AI-Powered Data Analysis Skills To Analyze Spreadsheets, Visualize Data, Identify Trends, Generate Insights, And**

Module-16: QUIZLET

✓ AI Learning & Knowledge Retention

- Study sets
- Flashcards
- AI-assisted learning
- Practice tests
- Quiz generation
- Definitions
- Memory techniques
- Revision
- Personalized study
- Assessment
- Learning workflows

✓ Project

- Create a Complete AI Study System

✓ **This Comprehensive Quizlet AI Course Equips Professionals And Students With Practical AI-Powered Learning Skills To Create Study Materials, Generate Flashcards, Practice Concepts, And Improve Knowledge Retention More Effectively.**

Module-17: KHANMIGO

✓ AI Tutor & Guided Learning

- AI tutoring concepts
- Guided learning
- Socratic questioning
- Concept explanation
- Problem-solving
- Learning assistance
- Personalized learning
- Teacher applications
- Student applications
- Responsible educational AI

✓ Project

- Build an AI-Supported Learning Plan

✓ **This Comprehensive Khanmigo AI Course Equips Professionals And Students With Practical AI-Powered Learning And Teaching Skills To**

Understand Concepts, Develop Critical Thinking, Create Learning Resources, And Personalize Education.

Module-18: DIFFIT

✓ AI Educational Content Creation

- AI lesson resources
- Reading materials
- Worksheets
- Questions
- Differentiated learning
- Student levels
- Classroom resources
- Assessment material
- Teacher workflows
- Content adaptation

✓ Project

- Create a Complete AI-Assisted Lesson Pack

✓ **This Comprehensive Diffit AI Course Equips Professionals And Students With Practical AI-Powered Skills To Create Customized Learning Materials, Simplify Complex Information, Generate Resources, And Make Learning More Accessible And Engaging.**

Module-19: SYNTHESIA

✓ AI Video & Digital Presenters

- AI video fundamentals
- AI avatars
- Script creation
- Voice
- Presentation
- Training videos
- Corporate communication
- Educational videos
- Marketing videos
- Multilingual content
- Video editing
- Brand consistency

✓ Project

- Create a Professional AI Training Video

- ✓ **This Comprehensive Synthesia AI Course Equips Professionals And Students With Practical AI-Powered Video Creation Skills To Create Professional Training, Presentations, Marketing, And Communication Videos Without Traditional Video Production.**

Module-20: TOME

- ✓ **AI Storytelling & Business Communication**

- AI storytelling
- Presentation creation
- Narrative structure
- Business storytelling
- Content generation
- Visual storytelling
- Presentation refinement
- Executive communication
- Proposal storytelling
- Pitch creation
- Audience adaptation
- Presentation delivery

- ✓ **Project**

- Create an AI-Powered Business Story/Pitch

- ✓ **This Comprehensive Tome AI Course Equips Professionals And Students With Practical AI-Powered Presentation And Storytelling Skills To Create Engaging Presentations, Documents, Visual Stories, And Professional Content Faster.**

Who Can Benefit from These AI Tools?

- ✓ **HR Professionals & Managers:**

- Use AI tools to streamline employee communication, create training and onboarding materials, analyze HR information, prepare reports, automate repetitive tasks, and improve team productivity.

- ✓ **IT Professionals:**

- Create technical documentation, research solutions, analyze information, generate and review code, prepare project presentations, automate workflows, and simplify complex technical concepts using AI.

- ✓ **Finance & Accounting Professionals:**

- Analyze financial data, generate reports and summaries, work with spreadsheets, extract insights from documents, automate repetitive processes, and create professional business presentations.

✓ **Business Leaders & Managers:**

- Build strategy presentations, executive summaries, business reports, proposals, meeting notes, decision-making documents, and automate routine management tasks with AI.

✓ **Digital Marketers:**

- Create marketing strategies, campaign content, social media posts, presentations, visuals, videos, research reports, customer insights, and automate marketing workflows using AI-powered tools.

✓ **Sales & Customer Support Professionals:**

- Create sales pitches, proposals, client presentations, follow-up content, customer responses, meeting summaries, product content, and automate repetitive sales and support activities.

✓ **Students & Teachers:**

- Create study materials, project presentations, research summaries, quizzes, lesson plans, educational content, notes, and interactive learning resources with AI.

✓ **Content Creators & Designers:**

- Generate creative ideas, social media content, graphics, presentations, videos, voiceovers, scripts, captions, and professional visual content using AI.

✓ **Business Owners & Entrepreneurs:**

- Develop business plans, company profiles, pitch decks, proposals, marketing content, presentations, research reports, customer communications, and automate everyday business workflows.

✓ **Operations & Project Professionals:**

- Create SOPs, workflow documentation, process explainers, project reports, meeting summaries, task lists, training materials, and automate repetitive operational processes.

e-Learning through LMS

Learning **Management System**

Our LMS (LearnPitch) is for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

Our LMS has been designed to identify training and learning gaps, using analytical data and reporting to keep you up with the class activities.

Key Features **Learning Management System**



Live Sessions with Class recordings



Get study material with Assignments.



Track your curriculum covered.



Track your class wise attendance



Share your feedback for Trainer & Training



Get your Training Certificate from LMS



| Training Certification

Earn Your **Certificate**

Your certificate and skills are vital to the extent of jump-starting your career and giving you a chance to compete in a global space.



|Croma Campus is Nasscom Certified

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|Croma Campus! Reviews



"The most rewarding part of my experience has been achieving a prestigious certification in the subject that I love. Moreover, the training offered out by the specialists are of world-class and prepares out the students for corporate world. For me Croma Campus means a lot."

"By The Students For The Students,,

Your Success is **Our Story**



Bharat

"I am fully satisfied with the excellent training services received by the expert staff at Croma Campus. I want to thank Croma Campus for providing me with the most innovative and affordable training services for learning all the software testing procedures and guidelines."



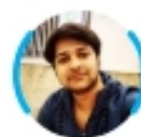
Ankit

"It was a lifetime experience for me to get trained by IT Experts of Croma Campus. What I liked most about the training was the consistent high-quality education, which was friendly and co-active. The placement department was also proactive, they keep me updated regarding new job opportunities and provide the grooming session to crack the interview. At last, I would like to thank all faculty members of Croma Campus for their immense help and support."



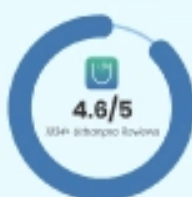
Umesh

"Without any second thought, I will give Croma Campus 10/10. Their placement department is highly proactive. I remember they started scheduling interviews for me from the very next day when I told them my course has been completed. These people are doing a phenomenal job and I highly recommend Croma Campus to everyone."



Shams Khan

"Croma Campus is doing a phenomenal job in the IT training industry. The reason why I decided to join their training program was that they provide quality training at very a nominal price. Plus, the online training mode was also a factor due to which I decided to join the training program of Croma Campus as I didn't want to attend physical classes."



|Meet Our Team



Sales Team

Our Sales team is highly passionate, emphatic, positive attitude, great listening skills, ability to deliver quick solutions, and they are multitasker too. Our team always remains up-to-date about all the latest technologies and market trends. With effective communication skills, they always work to deliver the right information to customers when it is needed.

Product Team

Our product team is highly functional and collaborative working together to achieve the common outcome of designing exceptional digital experiences. Each of our members is a contributor to help us achieve success in long-run. Sitting at the high-end of technology and innovation, team helps to deliver high-end customer experiences and always comes out with a big idea as a game-changing plan.

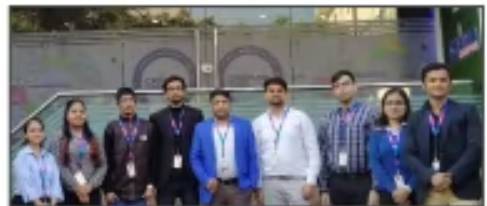


Marketing Team

Our Marketing team works as gladiators and helps us to achieve business success in all possible ways. They are included in almost everything either it is building a brand, creating brand awareness, promoting products or services, delivering trailblazing customer experiences or increasing engagement at public forums. They are the true backbone of the Company.

Content Team

Our content team is responsible for ideation, creation, optimization, and distribution of content throughout the company. The team always starts its work with a strategy, how to create high-quality contents, and how to promote or share the content. Our in-house content team help us to produce all types of contents either they are educational content pieces, marketing content, SEO content, or any other forms too.



Customer Access Team

This is the team that has actually been taken up us from reactive state to a pro-active state. The team utilizes high-valued solutions to satisfy customers in all possible ways. It is truly said that no company can succeed if your customers are not satisfied. And our customer success team is dedicatedly working to keep all the customers satisfied and we always consider our customer feedback on priority.

HR Team

Our HR team is committed to provide high-end solutions to employees as they require. Our HR team has the right skills and knowledge to make sure that the HR department can always be legally and strategically successful. They know how to keep employees motivated all the time with the best HR policies and fun activities too from time to time.

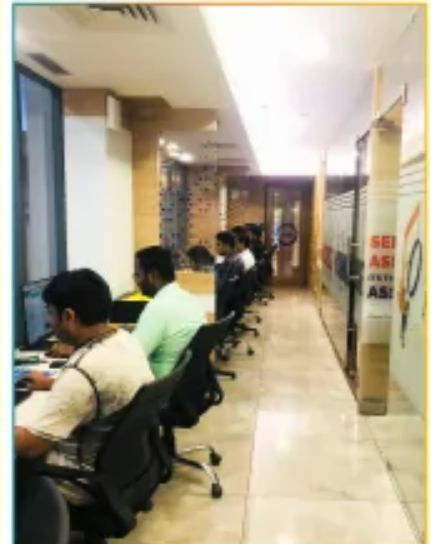
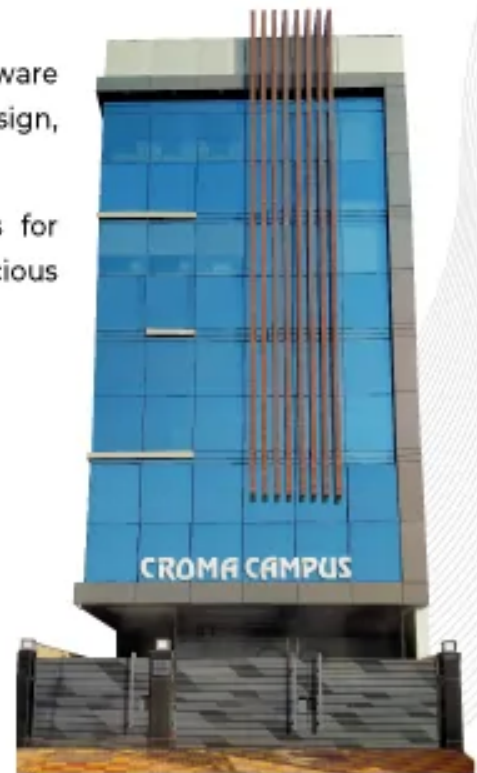


| Glimpse Of Our Office

Look **Who We are**

Our office's infrastructure comprises all the necessary software and network resources that are required to deliver IT & Design, Human Resources, Digital Marketing, and training services.

We are well-equipped with bright designed work bays for employees and managers having separate cabins with spacious cafeteria and training classrooms.



About Croma Campus

“Our Mission is to Build Nation through Education & Beyond Limitation.”



#1 Asia's Leading
Edtech Company

Croma Campus Training & Development Private Limited is an education platform providing rigorous industry-relevant programs designed and delivered in collaboration with world-class faculty, industry & Infrastructure. In the past 15 years we have trained 18000+ candidates and out of which we are able to place 12000+ professionals in various industries successfully.

We Are
Affiliated
With Different
Partners



We're Here to Help –
Reach Out to Our Global Offices

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