



FOUNDATIONS TIER · ENTRY CREDENTIAL

# AI Essentials

## *Foundations.*

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The Real-World Playbook for Knowledge Workers

GAISB.org

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## A NOTE FROM THE PROGRAM

# Why this credential exists.

Most professionals will not learn AI by accident. They will absorb headlines, scroll past demos, and arrive at the next decade carrying a vague sense of the technology without the operational fluency to use it. That gap will compound.

CAIS – AI Essentials exists to close that gap on purpose. It is a complete certification experience built around a single design principle: get certified in a weekend, then spend sixty days in the room with the people who are operationalizing AI right now.

You earn the credential through a structured curriculum, a real capstone deliverable, and a proctored assessment. You then keep access to a live cohort, an exam-prep Q&A bootcamp, and two months of live events with practitioners, instructors, and the broader CAIS community.

The credential is not a participation trophy. The program is not a video library. This is the entire design philosophy of the CAIS path: real foundations, real proof, real leverage.

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*You are not late to AI. You are early. The professionals who win in the AI era are not the smartest – they are the ones who started learning first.*

– Kirwin Narine, CEO · Certified in AI Standards

PROGRAM AT A GLANCE

# What you are signing up for.

Program Code	CAIS-AIE-100
Edition	2.0
Tier	Foundations · Entry Credential
Format	Self-guided curriculum + live cohort + 60 days of live events
Certification window	Weekend (modules · capstone · assessment)
Program length	60 days of live access after enrollment
Delivery	Prompt Atlas platform + live sessions
Components	5 modules · capstone · live cohort · exam-prep bootcamp · live events
Assessment	25 MCQs · 5 scenarios · 1 prompt-writing task
Passing standard	80% across all components
Attempts	3 within 30 days · 24-hour cooldown
Credential	CAIS – AI Essentials Foundations
Prerequisites	None
Tools required	ChatGPT, Claude, or Gemini · any free tier

*Designed for: working professionals, founders, operators, knowledge workers, students and educators who want a defensible foundation in AI – not a survey, not a hype tour, not a marketing pitch.*

## LEARNING OUTCOMES

# What you will be able to do.

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01

Define artificial intelligence accurately. Distinguish AI from machine learning and generative AI.

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02

Explain how large language models generate responses, including the roles of tokens, training, and inference.

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03

Write clear, effective prompts using the RTCF framework. Diagnose and repair weak prompts.

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04

Identify high-leverage AI use cases across writing, research, planning, learning, and business operations.

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05

Apply six principles of responsible AI use, including verification, data classification, bias awareness, and copyright caution.

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06

Produce a tested, reusable AI prompt – your Personal AI Assistant Brief – that you will use in your real work.

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**THE COMPLETE PROGRAM**

# Certified in a weekend. *In the room for sixty days.*

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This is not a video library. It is a structured certification experience.

- 01** Self-Guided Curriculum. Five modules covering AI fundamentals, prompting mastery, real-world workflows, and responsible use. Take it at your own pace, on any device, inside Prompt Atlas.

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- 02** The Capstone Build. Produce a real, reusable AI prompt – your Personal AI Assistant Brief – that handles a recurring task in your professional life. This is the artifact that proves the credential.

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- 03** Live Cohort Sessions. Live, instructor-led sessions during your cohort window. Peer learning, real questions, expert answers.

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- 04** Exam-Prep Q&A; Bootcamp. A live, dedicated walkthrough of the assessment material with high-leverage prep, common pitfalls, and direct Q&A; before you sit for the final.

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- 05** Sixty Days of Live Events. Two months of live access to masterminds, expert sessions, workshops, and the broader Prompt Atlas community of operators and practitioners.

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- 06** The CAIS Credential. Verifiable, shareable, real. Issued automatically on pass with a verification URL that can be added to LinkedIn, résumés, and professional profiles.

MODULE 01

# AI Demystified

*Strip the topic down to its essence.*

LEARNING OBJECTIVES

- Define artificial intelligence in plain language.
- Distinguish between artificial intelligence, machine learning, and generative AI.
- Identify three common AI myths that derail beginners.

KEY CONCEPTS

- Plain-language definition of AI
- The three nested boxes – AI, ML, GenAI
- Recipe vs. chef – pattern recognition explained
- Three myths to unlearn before going further

WHAT YOU WALK AWAY WITH

*You can articulate what AI is – and what it isn't – without buzzwords or hype.*

COMMON MISTAKE TO AVOID

Confusing "generative AI" with "all AI." Netflix recommendations and fraud detectors are AI – but they are not generative AI. Knowing the difference changes which tool you reach for.

## MODULE 02

# How Modern AI Works

*The engine inside every modern AI tool.*

## LEARNING OBJECTIVES

- Explain how a large language model generates responses, including the role of tokens.
- Distinguish between training and inference.
- Recognize hallucinations and respond appropriately.

## KEY CONCEPTS

- Next-token prediction explained
- The two phases – training and inference
- Why hallucinations happen
- Knowledge cutoffs and verification habits

## WHAT YOU WALK AWAY WITH

*You understand how AI generates every word – and where to be skeptical of its output.*

### COMMON MISTAKE TO AVOID

Trusting confident-sounding AI output without verification. The narrower or more obscure the question, the more likely the AI is to fabricate. High confidence plus obscure topic equals verify.

MODULE 03

# Prompting Fundamentals

*The single highest-leverage skill in the AI economy.*

LEARNING OBJECTIVES

- Define what a prompt is and why prompt quality drives output quality.
- Apply the RTCF prompting framework – Role, Task, Context, Format.
- Recognize a weak prompt, iterate to repair it, and avoid the five most common beginner mistakes.

KEY CONCEPTS

- Prompt as briefing – the literal-assistant model
- Iterative prompting and repair instructions
- RTCF – Role · Task · Context · Format
- Five mistakes that hold beginners back

WHAT YOU WALK AWAY WITH

*You can write a world-class prompt the first time – and refine it to better the second.*

COMMON MISTAKE TO AVOID

Treating prompting as a static skill. Prompting is iterative. Your job is not to write the perfect prompt on the first try – it is to refine quickly to the result you actually want.

## MODULE 04

# Everyday AI Workflows

*Where AI delivers the most leverage in your work.*

## LEARNING OBJECTIVES

- Identify high-leverage AI workflows across five domains.
- Map common tasks to specific AI workflows.
- Choose the right AI tool category for the job.

## KEY CONCEPTS

- Writing & Communication
- Research & Synthesis
- Planning & Decision Support
- Learning & Personal Growth
- Business Operations
- The Delegation Diagnostic test

## WHAT YOU WALK AWAY WITH

*You can map any task to the right AI workflow – and know which tool to reach for.*

### COMMON MISTAKE TO AVOID

Treating AI as a novelty instead of a workflow. The professionals who get the most value out of AI integrate it into specific recurring tasks – not into "playing around."

## MODULE 05

# Responsible AI Use

*The six principles that protect your work.*

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## LEARNING OBJECTIVES

- Verify, classify data, watch for bias, respect copyright.
- Recognize when AI should not be the final voice.
- Operate as a trusted AI user, not just a competent one.

## KEY CONCEPTS

- Verification habit for anything that matters
- Copyright, IP, and trade-secret considerations
- Public · Internal · Confidential · Restricted
- When to put AI down and bring in a human
- Bias surfaces and how to mitigate them
- Stay human at the final step

## WHAT YOU WALK AWAY WITH

*You become not just a competent AI user – but a trusted one.*

## THE ELEVATOR RULE

If you would not say it in a public elevator – do not paste it into a free AI tool. Classify before you share, and reach for enterprise-grade tools when the data demands it.

**CAPSTONE**

# Build Your Personal AI Assistant Brief.

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*A credential without a deliverable is a participation trophy.*

The capstone produces a real, reusable artifact. You will own a tested, refined RTCF prompt that handles one recurring task in your professional life. You can show it. You will use it. It is yours.

**THE FIVE STEPS**

- 01 Define the task. Write down what it is, who the output is for, how often you do it, and what good looks like.

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- 02 Build the RTCF prompt. Construct your prompt using all four elements — Role, Task, Context, Format.

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- 03 Test the prompt. Submit. Read the output critically. Note what works and what is weak.

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- 04 Refine. Adjust the prompt. Submit again. Compare version one to version two.

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- 05 Save your brief. Save the final prompt somewhere you will use it — pinned in Prompt Atlas or in your prompt library.

**SUBMIT FOR COMPLETION**

- Task name — one-line description
- Final RTCF prompt — full text
- Key improvement from v1 to v2
- A specific date in the next 7 days when you will use this prompt

FINAL ASSESSMENT

# Earn your credential.

The assessment confirms your foundational understanding across three components. It tests application, not just recall.

**01** Knowledge Test.  
25 multiple-choice questions drawn from the official question bank. Covers AI, ML, GenAI, LLM mechanics, RTCF, workflows, and responsible AI principles.

**02** Scenario Questions.  
5 scenario-based questions testing applied judgment under realistic conditions. Each presents a workplace situation requiring the most responsible or effective response.

**03** Practical Prompt Task.  
1 prompt-writing task. You will be given a workplace scenario and asked to write an RTCF prompt that addresses it. Graded against the official rubric.

SCORING & RETAKE POLICY

<b>90–100%</b>	Distinction
<b>80–89%</b>	Pass
<b>Below 80%</b>	Retake required

3 attempts permitted within 30 days of first attempt. 24-hour cooldown between attempts.

## THE CREDENTIAL

# CAIS – AI Essentials Foundations.

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Upon successful completion, the learner is granted the CAIS – AI Essentials Foundations Credential. This certifies that the holder has demonstrated:

- Working understanding of AI, machine learning, and generative AI
- Functional knowledge of how Large Language Models generate responses
- Practical proficiency in the RTCF prompting framework, including iterative repair
- Familiarity with high-leverage AI workflows across writing, research, planning, learning, and business operations
- Awareness and application of the six principles of responsible AI use

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**THE CAIS PATH**

# After the Foundation.

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AI Essentials Foundations is the entry tier. After earning this credential, the natural progression is:

**TIER 1** CAIS Practitioner.  
Advanced prompting, AI workflows, hands-on builds, automation. For working professionals ready to operationalize AI in their daily work.

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**TIER 2** CAIS Builder.  
AI agents, automation systems, multi-step workflows, integrations. For people who want to construct AI systems, not just use them.

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**TIER 3** CAIS Governance.  
AI ethics, policy, compliance, risk management. For leaders and operators responsible for AI inside organizations.

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*The discipline is the same at every tier: clarity, application, responsible practice. The depth increases as the stakes increase.*

*Welcome to the work ahead.*

Kirwin Narine  
CEO · Certified in AI Standards

## COLOPHON

# About this syllabus.

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