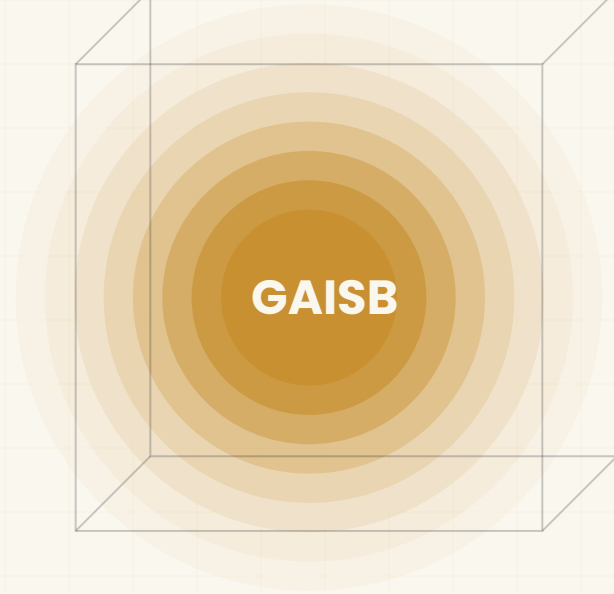




FOUNDATIONS TIER • ENTRY CREDENTIAL

AI Essentials

Foundations.

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.

GAISB — 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 thirty 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 one month of live events with practitioners, instructors, and the broader GAISB community.

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

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	GAISB-AIE-100
Edition	2.0
Tier	Foundations · Entry Credential
Format	Self-guided curriculum + live cohort + 30 days of live events
Certification window	Weekend (modules · capstone · assessment)
Program length	30 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	GAISB — 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.

01

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

02

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

03

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

04

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

05

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

06

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

THE COMPLETE PROGRAM

Certified in a weekend. *In the room for thirty days.*

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.
- 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.
- 03 Live Cohort Sessions. Live, instructor-led sessions during your cohort window. Peer learning, real questions, expert answers.
- 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.
- 05 Thirty Days of Live Events. One month of live access to masterminds, expert sessions, workshops, and the broader Prompt Atlas community of operators and practitioners.
- 06 The GAISB 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.

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.

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.
- 02 Build the RTCF prompt. Construct your prompt using all four elements — Role, Task, Context, Format.
- 03 Test the prompt. Submit. Read the output critically. Note what works and what is weak.
- 04 Refine. Adjust the prompt. Submit again. Compare version one to version two.
- 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

90–100%	Distinction
80–89%	Pass
Below 80%	Retake required

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

THE CREDENTIAL

GAISB — AI Essentials Foundations.

Upon successful completion, the learner is granted the GAISB — 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

Verifiable. Shareable. Real. The credential is issued automatically on pass, with a verification URL that can be added to LinkedIn, résumés, and professional profiles.

THE GAISB PATH

After the Foundation.

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

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

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

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

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.

GAISB — AI Essentials Foundations · Official Syllabus

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