WORLD ASSESSMENT COUNCIL

UNIVERSITY EDITION · 2 CREDITS · L-T-P 1-0-2

# AI Ready Essentials: 2-credit syllabus

A unit-wise syllabus with course outcomes, a 15-week teaching plan, assessment scheme and resources, ready for a board of studies.

| 2 | 1-0-2 | 60 | 37 |
|---|---|---|---|
| credits | L-T-P a week | notional hours | lessons |

1 · COURSE DETAILS

# AI Ready Essentials · 2 credits

| | |
|---|---|
| **Course title** | AI Ready: Essentials |
| **Course code** | To be assigned by the university |
| **Credits** | 2 (L-T-P 1-0-2) |
| **Notional learning hours** | 60 (NCrF: 30 hours a credit) |
| **Duration** | One semester (15 weeks). Can also run as an 8-week intensive. |
| **Level** | Undergraduate, any discipline. Also suitable for postgraduate and faculty development. |
| **Prerequisites** | None. No coding or maths needed. |
| **Delivery** | Blended: recorded lectures, ebook and labs (self-paced), plus weekly live lab sessions run by WAC faculty or the university's own faculty. |
| **Course type suggested** | Skill Enhancement Course (SEC) or Value-Added Course |
| **Provider** | World Assessment Council, Centre for AI-Powered Learning |
| **Version** | 1.3, reviewed November 2026. Updated whenever AI changes. |

## Course objectives

- Give every student a working, critical command of today's AI assistants and tools.
- Build the habit of verifying AI output and using AI honestly and safely.
- Let students apply AI to real tasks in their own discipline and show the evidence.

## Course outcomes

| CO | On completing the course, students will be able to | Bloom level |
|---|---|---|
| **CO1** | Explain how modern AI systems work, where they fail, and the main terms used in the field. | K2 Understand |
| **CO2** | Choose and use leading AI assistants (ChatGPT, Claude, Gemini) with well-designed prompts and context. | K3 Apply |
| **CO3** | Research, study and produce documents, data analyses, slides and media with AI, verifying every output. | K4 Analyse |

Departments can map these COs to their own programme outcomes (POs and PSOs); a blank CO–PO matrix is in the assessment pack.

2 · UNITS

# Unit-wise syllabus

## Unit I · Foundations of AI

Module 0 Kick-off and setup · Module 1 How AI actually works · 11 lessons · about 10 notional hours

0.1 What AI is, and is not, in 2026; 0.2 The AI landscape: assistants, agents, open models; 0.3 Set up your free AI accounts the smart way; 0.4 Privacy and safety: what never to paste; 0.5 Lab 0: test three assistants and score them; 1.1 From rules to learning: how AI got here; 1.2 Data, models and predictions; 1.3 Neural networks, intuitively; 1.4 How large language models write: one token at a time; 1.5 Context windows, memory and reasoning models; 1.6 Why AI makes things up, and how to stop it fooling you.

**Practical:** Lab 0: test three assistants and score them; Why AI makes things up, and how to stop it fooling you.

## Unit II · Prompting and context engineering

Module 2 Prompting and context engineering · 6 lessons · about 6 notional hours

2.1 Anatomy of a strong prompt: role, task, context, format; 2.2 Examples and reusable templates; 2.3 Asking AI to reason, critique and improve; 2.4 Context engineering: files, projects and memory; 2.5 Custom assistants you can reuse; 2.6 The four-check habit for verifying output.

**Practical:** The four-check habit for verifying output.

## Unit III · The AI toolkit: ChatGPT, Claude and Gemini

Toolkit Your AI toolkit: ChatGPT, Claude and Gemini · 4 lessons · about 5 notional hours

T.1 ChatGPT, mastered; T.2 Claude, mastered; T.3 Gemini, mastered; T.4 Pick the right assistant, and the Toolkit lab.

**Practical:** Pick the right assistant, and the Toolkit lab.

## Unit IV · Research and learning with AI

Module 3 Research and learning with AI · 8 lessons · about 8 notional hours

3.1 AI search vs. chat: when to use which; 3.2 Deep research, and verifying every citation; 3.3 Understanding a hard textbook chapter or lecture with AI; 3.4 Practice questions from your syllabus, and checking the answers; 3.5 Revising with AI without becoming dependent on it; 3.6 Spotting when an AI explanation is wrong or incomplete; 3.7 Academic integrity: using AI in assignments and disclosing it; 3.8 Explaining and defending your AI-assisted work out loud.

**Practical:** Explaining and defending your AI-assisted work out loud.

## Unit V · AI for everyday work

Module 4 AI for everyday work · 8 lessons · about 9 notional hours

4.1 Writing and editing in your own voice; 4.2 Data analysis: upload a sheet, ask questions, chart it; 4.3 Slides and documents in minutes; 4.4 Generating and editing images; 4.5 Short videos and voice-overs; 4.6 Translation across languages; 4.7 Meeting notes and email, and Lab 4; 4.8 AI for your life: plan, learn, budget and travel.

**Practical:** Meeting notes and email, and Lab 4.

## Mini-project

Choose one real task from your studies, work or a local organisation. Improve or automate it with AI, verify the result, and present the before-and-after evidence with an AI-use statement.

3 · TEACHING PLAN

# 15-week teaching plan

| Week | Topic | Lessons |
|---|---|---|
| 1 | Module 0 · Kick-off and setup | 5 |
| 2–3 | Module 1 · How AI actually works | 6 |
| 4–5 | Module 2 · Prompting and context engineering | 6 |
| 6–7 | Toolkit · Your AI toolkit: ChatGPT, Claude and Gemini | 4 |
| 8–10 | Module 3 · Research and learning with AI | 8 |
| 11–13 | Module 4 · AI for everyday work | 8 |
| 14 | Mini-project: automate or improve one real task with AI | – |
| 15 | Mini-project review and viva | – |

## Weekly rhythm

- **Before class:** watch the video lectures and read the ebook chapters (self-paced).
- **Live lab (2 hours a week):** a guided session to start the week's lab, discuss cases and answer questions.
- **After class:** finish the lab, take the quizzes and add the work to the portfolio.

## Learning resources

- AI Ready module ebooks, slide decks and lecture scripts (one per lesson), with sources at the end of every chapter.
- AI Ready Daily, the 28-day practice challenge.
- Free tiers of ChatGPT, Claude, Gemini and the other tools named in each lab. Every lab offers a free option.

4 · ASSESSMENT

# Assessment scheme

| Component | Marks |
|---|---|
| **Continuous internal evaluation (60)** | |
| Lesson quizzes | 10 |
| Labs and portfolio (WAC rubric) | 30 |
| Mini-project | 20 |
| **End-semester evaluation (40)** | |
| Written examination (2 hours) or mini-project viva | 40 |
| **Total** | **100** |

### Rubric for labs and the mini-project

Each piece is scored on four criteria, each on a 4-level scale: tool choice; prompt and context quality; verification; responsible use. The rubric is printed at the end of every lab chapter.

Universities can change the split to match their regulations (for example 50:50). A model end-semester paper and a question bank with answers are in the assessment pack, which is shared with faculty only.

## Optional WAC certificate

Students who submit their portfolio can also earn the WAC Certificate of Skills (USD 5, with one year of WAC membership). Credit is awarded by the university, not by WAC.