

# **AI Office Executive Training Program**

## **Module 1: Introduction to Digital Office Skills**

Definition: Digital Office Skills include Word, Excel, Email, CRM, AI tools, and Content Writing.

Core Tools: Word, Excel, Email, CRM, AI, Content Writing Objective:

Make students job-ready for office roles.

## **Module 2: Microsoft Word**

Topics: Formatting, Resume, Letters, Reports

Output: Resume + Business Letter

## **Module 3: Microsoft Excel**

Topics: Formulas, Charts, Data Management

Output: Salary Sheet + Reports

## **Module 4: Email Communication**

Topics: Email Writing, Attachments, Professional Replies

Output: Job Application Email

## **Module 5: CRM**

Topics: Leads, Customer Data, Follow-ups

Output: CRM Sheet

## **Module 6: AI Tools**

Topics: ChatGPT, Automation, Prompt Writing

Output: AI-generated Email & Content

## **Module 7: Content Writing**

Topics: Blogs, Social Media, SEO Basics

Output: Blog + Social Posts

## **Final Project**

Run a Digital Office System using all tools.