Week	Semester	Topics	AI Literacy Focus
1	Sem 1	Orientation, OS Basics, File Management	Intro to AI, safe boundaries
2	Sem 1	Hardware, Software, Cybersecurity	Using AI to detect scams; Avoid sharing personal data
3	Sem 1	Word Basics	AI for grammar checking; Ethical paraphrasing
4	Sem 1	Word Advanced Tools	Using AI to explain Word features
5	Sem 1	Referencing & Academic Integrity	AI ethics; AI-generated citations danger
6	Sem 1	Excel Basics	AI explaining formulas; Detecting incorrect AI formulas
7	Sem 1	Data Cleaning	AI describing cleaning steps; Avoid AI-fabricated data
8	Sem 1	Charts & Visualisation	AI critique of chart choices
9	Sem 1	Logic Functions	AI debugging formulas
10	Sem 1	Word + Excel Integration	AI clarity review
11	Sem 1	Digital Citizenship	AI misinformation identification
12	Sem 1	Review & Consolidation	AI as revision assistant
13	Sem 1	Midterm Assessment	AI usage transparency
14	Sem 2	Intro to Python	AI for debugging; Using AI to explain errors
15	Sem 2	Lists & Dictionaries	AI for concept explanation; Avoid copy-paste coding
16	Sem 2	Loops	AI troubleshooting loops
17	Sem 2	Working With CSV Data	AI explaining file paths/errors
18	Sem 2	pandas Basics	AI explaining DataFrames
19	Sem 2	Data Visualisation	AI critique of graph interpretation
20	Sem 2	Basic Modelling	AI verification; Avoid AI-invented statistics
21	Sem 2	PowerPoint Skills	AI for design guidance, NOT content
22	Sem 2	Project Planning	AI for brainstorming ethically
23	Sem 2	Data Gathering	AI restricted: no AI-generated data
24	Sem 2	Analysis & Modelling	AI to assist explanation only
25	Sem 2	Report & Presentation	AI for grammar & clarity only
26	Sem 2	Final Presentations	AI usage transparency

Activities	Homework	Tools
Organise desktop; Email professionalism; AI demonstration	Create folder structure	Windows; LMS; Email; GPT
Phishing identification game; AI scam check	Create password strategy	Browser; Security tools; GPT
Format messy paragraph; Compare with AI output	Rewrite paragraph with formatting	Word; GPT
Mini scientific report creation	Add table + caption	Word; GPT
Plagiarism detection activity; AI fact-checking	Write referenced paragraph	Word; Scholar; GPT
Create class dataset; Apply basic formulas	Formula worksheet	Excel; GPT
Fix messy dataset challenge	Clean dataset	Excel; GPT
Build multiple chart types; Peer review	Create 3 charts	Excel; GPT
Build grading logic using IF	Conditional formula worksheet	Excel; GPT
1-page data report with charts	Improve report	Word; Excel; GPT
Real vs AI content challenge	AI safety reflection	Browser; GPT
Skill stations; Practice tasks	Revise	Word; Excel; GPT
Practical assessment	None	Word; Excel
Predict-the-output game	Variable exercises	Python; Jupyter; GPT
Build student dictionary	Dictionary practice	Python; GPT
Debug broken scripts	Loop worksheet	Python; GPT
Import datasets	Import personal dataset	Python; GPT
Compute summary stats; Compare Excel vs pandas	Write comparison paragraph	Python; Excel; GPT
Create matplotlib plots	Two-plot homework	Python; GPT
Trendline + correlation analysis	Mini modelling task	Python; Excel; GPT
Redesign ugly slide deck	Create 5-slide project deck	PowerPoint; GPT
Project proposal workshop	Proposal + AI log	Word; GPT
Data cleaning workshop	Submit cleaned dataset	Excel; Python
Analysis workshop	Draft analysis section	Excel; Python; GPT
Rehearsal sessions	Finalise report + slides	Word; PowerPoint; GPT
Presentations	None	All tools

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4	Word Advanced Tools	Using AI to explain Word features
5	Referencing & Academic Integrity	AI ethics; AI citations risk
6	Excel Basics	AI explaining formulas
7	Data Cleaning	AI explaining cleaning concepts
8	Charts & Visualisation	AI critique of chart choices
9	Logic Functions	AI debugging formulas
10	Word + Excel Integration	AI clarity review
11	Digital Citizenship	AI misinformation awareness
12	Review Week	AI-supported revision
13	Midterm Practical	AI usage transparency

Activities
Organise desktop; Email professionalism; AI demonstration
Phishing identification game; AI scam check
Format messy paragraph; Compare with AI output
Mini scientific report creation
Plagiarism detection; AI source checking
Create class dataset; Apply formulas
Fix messy dataset
Build multiple charts
Build grading system
1-page data report
Real vs AI challenge
Skill stations
Assessment