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AI CAREER ESSENTIALS

Program Brochure

WELCOME TO AiCE

Welcome to the AI Career Essentials Program!

**This student handbook has been meticulously designed
to furnish you with essential information concerning the
AI Career Essentials program, including its curriculum
and requirements.**

**We extend our heartfelt wishes for success as you
embark on this exciting journey.**

AICE at a Glance

- ✓ AICE stands for **AI Career Essentials**
- ✓ designed for **young professionals** aiming to leverage AI for **career growth**
- ✓ develop key **21st-century skills** using AI technology



Why Is AICE Essential?

The **AiCE program** offers participants the "**"ALX Special Sauce"**" - a unique blend of technical knowledge, soft skills, and character qualities, infused with in-demand AI literacy valued by employers.



AICE Program Timeline

Onboarding Week

Learners get settled into the program, access the learning platform and ALX community portal.



Week 7 – Grace Period

A week for learners to complete some of their pending deliverables and for the program team to complete grading and ascertain the list of learners graduating from the program.



Week 1 – 6

Learners go through 6 weeks of learning on Savanna, the learning platform, completing weekly assignments and attending live support sessions.



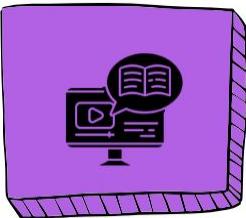
End of Program

Learners graduate from the program and receive their ALX certificates and transition into the Fellowship.

****The program is 8 weeks long**

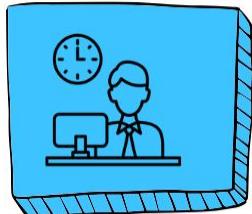


PROGRAM FEATURES



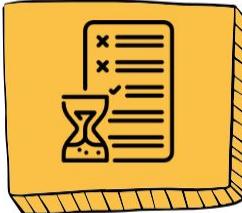
LMS Learning

You are expected to go through learning modules on the Learning Management System (LMS) Savanna weekly



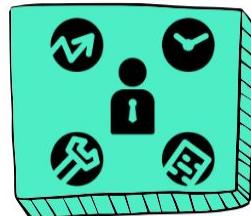
Office Hours

We will have weekly Office Hours every Tuesday. These sessions will be dedicated for guidance and troubleshooting



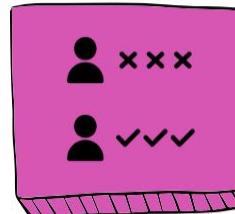
Milestones & Tests

Each week, you are required to complete a written project with specific instructions and points and a multiple choice, autograded test.



Program Activities

The program heavily encourages peer support and learning on the Community Platform as well as in-person engagement in city hubs.



Peer Grading

Peer grading is the process where a peer goes through your submitted milestone and grades you according to the rubric and requirements provided to everyone. You are expected to peer grade each assignment as directed in the program.

Program Systems & Tools



Community Platform

Day-to-day communication with peers and program teams.



Google Calendar

Shared program calendar used for scheduling all program events and important program milestones / deadlines

SAVANNA

Learning platform (LMS) where learners will access all AiCE course content and assignments.



Live streaming of all program events will take place here



Slido

Online platform used to capture questions from learners before and during online sessions



Program Curriculum

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The AiCE Program 8 AI-infused meta-skills prepare learners to thrive in any workplace with...

Leadership

- 1 Leading Self
- 2 Leading Others
- 3 Communicating for Impact

Analysis

- 4 Quantitative Reasoning
- 5 Entrepreneurial Thinking
- 6 Critical Thinking

Execution

- 7 Managing Complex Tasks
- 8 Tech Skills

META SKILLS WITH AN AI TWIST



AICE equips learners with 8 AI-infused meta skills

Critical Thinking

- ✓ Authentic Inquiry
- ✓ Enhanced research skills with AI
- ✓ Analysis & Synthesis
- ✓ Argument & Judgement
- ✓ Prompt Engineering

Leading Self

- ✓ Self Awareness
- ✓ Self Regulation
- ✓ Ethics & Integrity
- ✓ Self Improvement
- ✓ Goal setting and tracking with AI

Leading Others

- ✓ Empathy
- ✓ Feedback
- ✓ Relationship Building
- ✓ Influence
- ✓ Improve collaboration using AI

Entrepreneurial Thinking

- ✓ Creating Solutions
- ✓ Continuous Iteration
- ✓ Viability
- ✓ Sustainability
- ✓ Trend tracking and analysis

Communicating for Impact

- ✓ Audience Awareness
- ✓ Voice
- ✓ Writing Process
- ✓ Organizing for Effective Communication
- ✓ Storytelling & Presentation
- ✓ Improving writing using AI

Managing Complex Tasks

- ✓ Define the Problem
- ✓ Structuring
- ✓ Work planning & Resource Allocation
- ✓ Prioritization
- ✓ Workflow management with AI

Quantitative Reasoning

- ✓ Data Contextualization
- ✓ Empirical Research
- ✓ Data Based Decision Making
- ✓ Quantitative Problem Solving
- ✓ Data analysis, visualization, and prediction with AI

Tech Ecosystem

- ✓ Working in Technical & Product Teams
- ✓ Tech Tools
- ✓ Ethics in Tech
- ✓ Technical Literacy
- ✓ Working with a virtual assistant
- ✓ Integrate and automate work with AI



Weekly Deliverables

- Complete your Simulation and Modules Activities
- Submit your Weekly Milestone
- Submit your Weekly Test
- Peer Review a Peer's Work

What the AiCE program covers

- ❖ Understanding of the myths and role of AI in the workplace
- ❖ Foundational AI literacy in, writing, presentation design, storytelling, project management, data analysis, and prototyping
- ❖ Prompt engineering
- ❖ Hands-on experience through real-world simulation
- ❖ Preparation to apply AI principles in respective industries

**Learners dedicate an
average of 20–30 hours per
week to the AiCE Course.**

45%
IN LMS

~8-12 hours per week
going through
engaging online
content

55%
IN SELF WORK

~10-12 hours per
week working on
activities and
reflections.

10%
IN PEER ENGAGEMENT

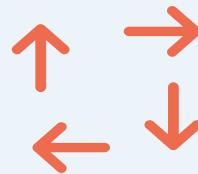
~2-3 hours per week
collaborating with
peers.

ALX LEARNING METHODOLOGY

70-20-10 Learning Model



**Learning by Doing
(70%)**



**Learning from Others
(Peer Collaboration)
(20%)**



**Formal Coursework
& Training
(10%)**

AiCE Program Outcomes



01. Skills Tracker

Learners will understand their strengths, areas of expertise, and areas for growth.

02. Work Plan

Learners will create a plan to reach their career goals and move forward in their careers.

03. AI Toolkit for Work

Learners will make a complete collection of AI tools to improve their work and problem-solving skills.

04. Professional Presentation/Image Kit

Learners will make a resume, LinkedIn profile, and portfolio to show their AI skills and interest employers.



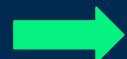
Program Requirements

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PROGRAM OVERVIEW

AiCE Program



- ✓ Week 0 - Onboarding
- ✓ Week 1 - Getting Started
- ✓ Week 2 - Product relaunch
- ✓ Week 3 - Planning, Research and Analysis
- ✓ Week 4 - Project Report
- ✓ Week 5 - Org-wid reshuffle
- ✓ Week 6 - Your Professional Kit
- ✓ Week 7 - Grace Period
- ✓ Week 8 - Program Wrap up

Week 1: Getting Started

Mar
11

- Week 1 Content Unlocks
- Submission of Milestone 1 & Test 1
- Milestone 1 Peer Grading Period

Week 2: Product relaunch

Mar
18

- Week 2 Content Unlocks
- Submission of Milestone 2 & Test 2
- Milestone 2 Peer Grading Period
- Milestone 1 Grading Review by ALX team (failed & ungraded milestones)

Week 3: Planning, Research & Analysis)

Mar
25

- Week 3 Content Unlocks
- Submission of Milestone 3 & Test 3
- Milestone 3 Peer Grading Period
- Milestone 2 Grading Review by ALX team (failed & ungraded milestones)

Week 4: Project Report

Apr
01

- Week 4 Content Unlocks
- Submission of Milestone 4 & Test 4
- Milestone 4 Peer Grading Period
- Milestone 3 Grading Review by ALX team (failed & ungraded milestones)

Program Overview... cont'd

AiCE Program



- ✓ Week 0 - Onboarding
- ✓ Week 1 - Getting Started
- ✓ Week 2 - Product relaunch
- ✓ Week 3 - Planning, Research and Analysis
- ✓ Week 4 - Project Report
- ✓ Week 5 - Org-wid reshuffle
- ✓ Week 6 - Your Professional Kit
- ✓ Week 7 - Grace Period
- ✓ Week 8 - Program Wrap up

Week 5: Org-Wid Reshuffle	Apr 08	Week 6: Your Professional Kit	Apr 15
<ul style="list-style-type: none">• Week 5 Content Unlocks• Submission of Milestone 5 & Test 5• Milestone 5 Peer Grading Period• Milestone 4 Grading Review by ALX team (failed & ungraded milestones)		<ul style="list-style-type: none">• Week 6 Content Unlocks• Milestone 6 Peer Grading Period• Submission of Milestone 6 & Test 6• Submission of Milestone 1-4 Locked/Disabled• Milestone 1-4 Grading by ALX finalized (any failed + ungraded + unassigned milestones)• Expected Submission of Milestone & Test 6	
Week 7	Apr 22	Week 8	Apr 29
<ul style="list-style-type: none">• Milestone 5&6 Submission Locked• Grading of all pending failed/ungraded work• Milestone 5&6 Grading Review by ALX team (failed & ungraded milestones)• V1 Preliminary data on graduands (graduation criteria compliant learners) released		<ul style="list-style-type: none">• Final Graduation List Released• Wrap-Up / Certificate Issuance• Learners transition out of program	

Program Overview... cont'd

Program Requirements

- ✓ 20-30 hrs - reading content & milestone completion. Broken down to an estimate of:

45% in LMS learning

8-12 hours per week
going through engaging
online content

55% in self work

10-12 hours per week
working on activities
and reflections

10% in peer engagement

2-3 hours per week
collaborating with peers

- ✓ Attending online and hub community events
- ✓ Engaging with other community artefacts e.g. newsletter, squad engagements etc.

Program Overview... cont'd

Tools

✓ Savanna - the Learning Platform

✓ Community Portal



AiCE Announcements



AiCE Events



AiCE Library



AiCE Learner Community



AiCE Learning Q&A Lounge



Squad #

(E.g., ADD-AiCE-1-Squad-1)

Program Expectation

Participating in this program will:

1. Skills Tracker

Enable you to understand your strengths, areas of expertise, and areas for growth.

Whether you're aiming for a promotion, exploring new career opportunities, or simply seeking self-improvement, the program will empower you to take control of your professional journey.

3. Work Plan

Empower you to create a plan to reach your career goals and move forward in your career.

By crafting a strategic roadmap to achieving your career goals, you will be able to not only propel your career forward with confidence but you will also track your progress, set achievable goals and leverage insights to maximize your strengths and tackle challenges head-on.

2. AI Toolkit for Work

Guide you to use AI to create a plan to reach your career goals and move forward in your career.

By leveraging advanced AI algorithms to assess your current skill set, you will be able to pinpoint areas for improvement, and develop a strategic plan tailored to your unique career goals.

AI Toolkit will enable you to take control of your career trajectory and unlock your full potential.

4. Professional Presentation/Image Kit

Equip you with necessary skills to make a resume, build a LinkedIn profile, and portfolio to showcase your AI skills and interest to potential employers.

This will allow you to stand out from the crowd and position yourself as a top candidate in today's competitive job market.



Graduation Criteria:

In order to be counted as an AiCE graduate by the end of the program, you must have:

- Passed each of the **6 tests** with **75% and above** (total tests = 6)
- Passed all **6 milestones** with **75% and above** (total milestones = 6)
- Completed your assigned peer reviews for **all 6 milestones**
- Reported your employment status at least once!

If you do not deliver on any of these, you will not earn the ALX AiCE Program Certificate.



Graduate With Honors:

In order to Graduate with honors (to be on the Honor's List), you have to:

- ❑ Complete and pass all weekly deliverables before the deadline i.e. :
 - ❑ Pass all weekly tests before the respective deadline
 - ❑ Complete all weekly milestones on time and pass
 - ❑ Complete your assigned peer review every week
- ❑ Report your employment status

Need Support?

Program Support

Online Support:

AiCE Announcements - regular program updates

LEA: Our AI assistant. Ask LEA any program related questions [here](#)

Learning Resources

Savanna - the learning platform

AiCE Library: - program resources e.g surveys and video playbacks

Peer-led Support:

ALX Hub / Community Portal - meet your peers and collaborate together

Technical Support

Live Support:

Office Hours - Every Wednesday

Online Support:

Portal: AiCE Content Q&A Lounge

Community Code of Conduct:

The ALX Community provides a secure environment where everyone can feel a sense of belonging and flourish. Any breach of our code of conduct is not acceptable and will be addressed promptly. This encompasses a range of behaviors, including but not limited to:

- spam
- data violation
- hate speech
- assault
- intellectual property theft
- plagiarism

If anyone violates our code of conduct and community guidelines, please report them immediately via this link

<https://tech.alxafrica.com/report-offense>



WELCOME ONCE AGAIN TO AiCE!



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