



STUDENT WORKBOOK

AI for Commerce and Management Students

7 days, 2 hours a day · Online across India, in person from Jaipur



AI Coaching India

This workbook belongs to _____

Batch code: _____

AI for Commerce and Management Students: Your Workbook

Dear learner,

This workbook is yours, fully yours. It holds every prompt we use in class, space for your own answers, and the safety habits that keep your work honest and your details private. Use it during class to follow along, and after class as your reference whenever accounts, tax, or a blank project report stares back at you. Do not keep it neat. Write in it, fold it, spill chai on it. The scruffiest workbooks belong to the learners who got the most out of the week. If you forget everything else, remember this: AI is your assistant, your textbook is the judge, and your own head stays in charge.

With warmth,

Team AI Coaching India

Before day one

- Install the ChatGPT app (free) or bookmark chatgpt.com on your browser
- Install the Google Gemini app (free) or bookmark gemini.google.com
- Bookmark copilot.microsoft.com, the free Copilot chat we will use alongside Excel
- Create a free Canva account and a free Gamma account if you can; we will also do this together in class
- Bring your accounts textbook, one recent class notebook, and your phone with some data
- Bring a laptop if you have one; if not, tell us and we will pair you up, no extra cost, no awkwardness
- One reassurance: nothing in this course needs coding, a paid app, or perfect English. If you can use WhatsApp, you are ready.

Day 1: Your first 30 minutes with AI

What today was really about

Today you asked AI real questions from your own syllabus and, more importantly, you caught it making a mistake. That second part is the actual lesson. AI answers everything with the same confident tone whether it is right or wrong, so the checking habit you practised today is worth more than any single answer. You also made your first real artifact: a revision cheat sheet checked line by line against your textbook. That checking is what turned it from AI output into your work.

Prompts we used

1. Explain _____ (topic from your accounts syllabus) like I am a first-year B.Com student. Use a simple example from an Indian shop.
2. I am studying _____ for my exam. Give me the 5 most important points, then 3 likely exam questions on it.
3. Explain the difference between _____ and _____ with one worked example for each.

4. Make a one-page revision cheat sheet for the chapter _____. Use short points and simple words. I will verify it against my textbook.
5. Mujhe _____ samajh nahi aa raha. Ek dum simple Hinglish mein samjhao, jaise dost samjhata hai.
6. You just told me _____. My textbook says _____. Which is correct, and why might you have got it wrong?

Now you try

1. Pick the chapter you find hardest this semester. Use prompt 4 to make a cheat sheet, then find two things in it you need to verify. Write them here: _____
2. Ask AI a question you already know the answer to. Did it get everything right? Note what it got wrong or oversimplified: _____
3. Write one rule for yourself about when you will trust an AI answer directly and when you will check first: _____

Watch out

WATCH OUT

AI sounds equally confident when it is wrong. Today you saw it stumble on an accountancy question in class. Never put an AI answer into an exam or assignment without checking it against your textbook. And never share your marks, your Aadhaar or PAN details, or anyone else's personal information in a chat.

My notes

Day 2: Excel plus AI for accounts

What today was really about

Excel stops being scary the moment you realise you do not have to memorise it. Today you asked the free Copilot chat and ChatGPT to explain formulas in plain words, write them for you, and fix them when they broke. You built a working expense tracker with your own hands. The formulas came from AI, but you pasted them, tested them, and can now explain them, which means they are yours.

Prompts we used

1. Explain what this Excel formula does in plain words, step by step: _____
2. I have a sheet with columns _____ (list your column names). Write me a formula that _____ (what you want it to do). Tell me exactly where to paste it.
3. I pasted your formula and got this error: _____. What went wrong and how do I fix it?

4. Explain VLOOKUP like I am completely new to Excel, with a small example using a shop's price list.
5. I want to build an expense tracker for a student budget. Suggest the columns, then give me formulas for monthly totals and category totals.
6. Yeh formula kya karta hai, simple Hinglish mein batao: _____

Now you try

1. Add one new feature to your expense tracker, like a savings target or a category chart. Write the prompt you used: _____
2. Break a formula on purpose, paste the error into AI, and fix it. What was the fix? _____
3. Think of one sheet your family or a family shop could use. Describe it in one line: _____

Watch out

WATCH OUT

We used the free Copilot chat in the browser today. If any AI button inside Excel or elsewhere asks for a payment or upgrade, that is a different product and we do not need it. If AI writes a formula, always test it with numbers you can check by hand once. A formula that looks right and is quietly wrong is worse than no formula.

My notes

Day 3: GST and tax, explained and verified

What today was really about

Tax is where AI is most useful and most dangerous at the same time. It explains GST beautifully with a kirana bill example, and then quotes a rate that changed two years ago without blinking. Today you learned to enjoy the explanation and distrust the specifics. Your GST explainer has a source noted next to every claim, which makes it a document you can actually defend.

Prompts we used

1. Explain GST using the example of a kirana shop bill of Rs _____. Show the calculation step by step.
2. Explain input tax credit like I am a B.Com student. Use one simple business example.
3. What are the current GST slabs? Note: I will verify this against official sources, so tell me how confident you are and what might be outdated.
4. Give me 10 exam-style questions on _____ (GST topic), with answers I can check against my textbook.
5. Restaurant ke bill par GST kaise lagta hai? Hinglish mein, ekdum simple example ke saath.

Now you try

1. Take one GST claim AI made today and verify it on the official GST portal or in your textbook. Was it right? _____
2. Build a 10-question revision bank for your next tax test using prompt 4. Which two answers did you have to correct? _____
3. Explain input tax credit to a friend or family member in your own words tonight. How did it go?

Watch out

WATCH OUT

AI's training data has a cutoff date, and Indian tax rules change every year. Treat every rate, slab, and limit as unverified until you have checked it on the official GST or income tax portal or in your current textbook. In an exam, an outdated rate is simply a wrong answer.

My notes

Day 4: Case studies and business plans

What today was really about

Today AI stopped being an answer machine and became a thinking partner. You broke a case study into pieces, drafted a SWOT, and built a one-page business plan. Then came the best part: you asked AI to argue against your own plan, and it found holes you had not seen. The plan you finished is stronger because you defended it. The judgement stayed yours the whole way, which is exactly how this should work.

Prompts we used

1. Here is my case study: _____ (paste or summarise it). Break it into: the core problem, key facts, stakeholders, and the decision to be made.
2. Draft a SWOT analysis for _____ (company or idea). Keep each point specific, not generic.
3. I have a business idea: _____. Help me draft a one-page plan covering the customer, the product, rough costs, and how it earns money.
4. Now argue against my business plan. Give me the 5 strongest reasons it could fail. Be blunt.
5. Rewrite this paragraph in my plan to sound like a real student wrote it, simple and direct:

Now you try

1. Run prompt 4 on your plan. Which criticism hurt the most, and what did you change because of it?

2. Pick any company you know from your city. Draft its SWOT with AI, then cross out every point that feels generic: _____
3. Write the one-line version of your business idea, the sentence you would say if you had ten seconds: _____

Watch out

WATCH OUT

AI will happily agree with a bad idea if you sound excited about it. Always ask it to attack your plan, not just praise it. And keep your own judgement in charge: AI is your assistant, not the author. If you cannot defend a line in your plan without AI, rewrite it until you can.

My notes

Day 5: Presentations that look professional

What today was really about

A good presentation is mostly good thinking arranged clearly, and today you saw how fast AI can handle the arranging part. You turned your business plan into an outline with ChatGPT, generated a deck in Gamma, and made it yours in Canva. The hours you saved on slides are hours you can now spend practising the talk, which is the part that actually earns marks.

Prompts we used

1. Turn these notes into a slide outline for an 8 to 10 slide presentation: _____ (paste your notes). One idea per slide.
2. Write a strong opening slide and closing slide for a presentation on _____.
3. Write short speaker notes for each of these slides, so I talk naturally instead of reading:

4. My slide says _____. Cut it down to under 15 words without losing the point.
5. What are the 5 most common mistakes students make in class presentations, and how do I check my deck for each?

Now you try

1. Generate your deck in Gamma, then change at least three things in Canva or Gamma to make it feel like yours. What did you change? _____

2. Practise your opening 30 seconds out loud twice. Write your opening line here: _____

3. Ask AI to be a strict teacher and question you on slide 3. What question stumped you?

Watch out

WATCH OUT

A beautiful deck with borrowed thinking falls apart at question time. Make sure you can explain every slide without notes. Also check any number or claim Gamma or ChatGPT put on a slide; generated decks sometimes include filler facts that were never true.

My notes

Day 6: Internship applications that get replies

What today was really about

Today was about sounding like yourself, only sharper. You drafted a resume and cover email with AI, then did the important work: removing everything untrue, padded, or robotic. You researched one real company with Perplexity and tailored your application to it. Honest and specific beats impressive and vague, every single time, because interviews expose padding in minutes.

Prompts we used

1. Here is my rough resume: _____ (paste it). Rewrite it one page, clear and specific. Do not invent anything. Ask me questions if any part is unclear.
2. Rewrite this bullet point to show what I actually did and what came of it: _____
3. Write a short cover email for an internship at _____ for the role of _____. Here are 3 true things about me: _____. Keep it under 150 words and human.
4. Take this cover letter and tailor it for _____ (different company). Change only what should change: _____
5. Mera intro thoda flat lag raha hai. Isko thoda confident banao, par fancy English nahi:

Now you try

1. Find one real internship opening on Internshala, LinkedIn, or Naukri Campus. Note the role and company here: _____
2. Research that company with Perplexity and write three specific things you learned:

3. Read your AI-drafted cover email aloud. Underline anything you would never say out loud, and rewrite it: _____

Watch out

WATCH OUT

Never let AI invent a skill, a project, or a percentage for your resume. Interviewers probe, and one exposed lie sinks the whole application. Privacy matters too: your name, city, email, and phone belong on an application; your Aadhaar number, date of birth, and home address do not. And if any internship asks you to pay a fee to apply or get selected, it is a scam. Walk away.

My notes

Day 7: Your summer project report

What today was really about

Every commerce student has to submit a project report, and most start it the week before the deadline in a panic. You just removed that future panic. Today you chose a topic, built a chapter-by-chapter skeleton, and drafted a real introduction with AI as your editor, not your ghostwriter. You also drew your own honesty line: AI can structure, suggest, and polish, but the thinking and the final words are yours to own and defend.

Prompts we used

1. I need a summer project topic related to _____ (your interest area) that a B.Com or BBA student can research with public information. Suggest 5, with one line on why each works.
2. Build a chapter-by-chapter skeleton for a project report on _____, with 3 to 4 points under each chapter.
3. Here is my rough introduction: _____. Edit it for clarity and flow, but keep my voice and my points. Show me what you changed and why.
4. What data or sources would I need for chapter _____ of my report, and where might a student find them for free?
5. Question me on my project topic like a strict external examiner. One question at a time.

Now you try

1. Load two sources for your project into NotebookLM and ask it three questions. What did you learn?

2. Write the first paragraph of your introduction yourself, before asking AI to edit. Paste the before and after in your notes and compare: _____

3. Write your personal honesty line in one sentence: what AI is allowed to do on your report, and what it is not: _____

Watch out

WATCH OUT

Colleges are getting better at spotting AI-written reports, and a viva exposes them even faster. The safe and honest workflow is the one we practised: you think, you draft, AI edits, you finalise. If a paragraph in your report contains an idea you cannot explain, it is not your paragraph yet.

My notes

Your complete prompt library

Day 1: first steps and verification

1. Explain _____ like I am a first-year B.Com student. Use a simple example from an Indian shop.
2. I am studying _____ for my exam. Give me the 5 most important points, then 3 likely exam questions.
3. Explain the difference between _____ and _____ with one worked example each.
4. Make a one-page revision cheat sheet for the chapter _____. I will verify it against my textbook.
5. Mujhe _____ samajh nahi aa raha. Simple Hinglish mein samjhao.
6. You told me _____. My textbook says _____. Which is correct and why might you be wrong?

Day 2: Excel with AI

7. Explain what this Excel formula does in plain words: _____
8. My sheet has columns _____. Write a formula that _____ and tell me where to paste it.
9. I got this error: _____. What went wrong and how do I fix it?
0. Explain VLOOKUP with a small shop price list example.
1. Suggest columns and formulas for a student expense tracker.

Day 3: GST and tax

2. Explain GST using a kirana bill of Rs _____, step by step.
3. Explain input tax credit with one simple business example.

4. What are the current GST slabs? Tell me what might be outdated; I will verify officially.

5. Give me 10 exam-style questions on _____ with answers I can check.

Day 4: case studies and plans

6. Break this case study into problem, facts, stakeholders, and the decision: _____

7. Draft a specific, non-generic SWOT for _____.

8. Help me draft a one-page business plan for _____: customer, product, costs, revenue.

9. Argue against my plan. Give the 5 strongest reasons it could fail.

Day 5: presentations

10. Turn these notes into an 8 to 10 slide outline, one idea per slide: _____

11. Write speaker notes for these slides so I talk naturally: _____

12. Cut this slide text to under 15 words: _____

Day 6: applications

13. Rewrite my resume, one page, specific, nothing invented. Ask me questions if unclear:

14. Write a 150-word human cover email for _____ using these 3 true things about me:

15. Tailor this cover letter for a different company, changing only what should change:

Day 7: project report

16. Suggest 5 researchable project topics related to _____ for a commerce student.

17. Build a chapter-by-chapter skeleton for a report on _____.

18. Edit my introduction for clarity but keep my voice. Show your changes: _____

19. Question me on my topic like a strict external examiner, one question at a time.

Your safety card

- Never share in any AI chat: Aadhaar, PAN, passwords, bank details, OTPs, your marks memos, or anyone else's personal information.
- Verify before you rely: any tax rate, date, law, or number goes to your textbook or the official portal before it enters your notes, exam answer, or report.
- Free is enough: every tool in this course has a free plan that covers everything we did. Anyone telling you a paid plan is compulsory for this work is selling, not advising.
- Internship scams are real: no genuine employer charges a fee to apply, interview, or join. If money is asked, refuse and report.
- If you are ever cheated online or money is taken fraudulently, call the national cybercrime helpline 1930 immediately and report at the cybercrime portal.

Keep going: your 30-day plan

- Week 1: use your expense tracker daily. Make one new cheat sheet from a current chapter and verify it fully.
- Week 2: run the case study prompts on one case from class. Ask AI to attack your analysis before you submit anything.
- Week 3: send your tailored application to two more real openings. Research each company with Perplexity first.
- Week 4: draft the next chapter of your project report using the editor workflow: you write, AI critiques, you rewrite.
- Every week: catch AI in one mistake on purpose. Ask it something you can verify, and check. Keep the habit sharp.

Plain-words glossary

- **AI chatbot:** a program you talk to in normal language that answers by predicting likely words, not by knowing facts the way a person does.
- **Prompt:** the message you type to an AI. Better prompts, better answers.
- **Hallucination:** when AI confidently states something false, like an outdated GST rate or a made-up source.
- **Verification:** checking an AI answer against your textbook or an official source before trusting it.
- **Free plan:** the no-cost version of a tool. Everything in this course runs on free plans.
- **Copilot chat:** Microsoft's free AI chat in the browser. If an AI feature asks for payment, it is a different product and we do not need it.
- **Formula:** an instruction in Excel that calculates something, like a total or an average.
- **Pivot table:** an Excel feature that summarises a big table into a small, readable one.
- **SWOT:** a simple analysis of strengths, weaknesses, opportunities, and threats.
- **ATS:** software companies use to screen resumes before a human reads them.
- **NotebookLM:** a free Google tool that answers questions using only the documents you give it.
- **Perplexity:** an AI search tool that shows the sources behind its answers, so you can check them.
- **Training cutoff:** the date after which an AI knows nothing, which is why it quotes old rates and misses new rules.
- **Ghostwriter:** someone who writes work you sign your name to. AI should be your editor, never this.