



CompTIA: AI Prompting Essentials On-Demand

Course ID #: 7000-1143-ZZ-Z

Hours: 7

Delivery Method: Group Internet Based

Course Content

Description:

Master the power of AI tools in your daily work with CompTIA AI Prompting Essentials. Designed for all experience levels, this course develops practical skills in prompt writing, automation, and the responsible use of AI. Earn a CompTIA CompCert to showcase your workplace-ready AI prompting skills.

Objectives:

Upon successful completion of this course, students will:

- Understand how AI tools can support a variety of workplace tasks.
- Decide when and how to use the right AI tool for your needs.
- Write clear and effective prompts to get useful results from AI chat tools.
- Review and verify AI outputs for accuracy, bias, and quality.
- Use AI to automate tasks, enhance learning, make decisions, and provide feedback.

Prerequisites:

None

Target Audience:

Business Professionals



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Topics:

1.0 Course Intro

1.1 How to Use This Course

- Welcome and How to Use this Course
- Activity: Pre-Assessment

2.0 Foundations of AI Prompting

2.1 Getting Started with AI

- Improve Your Ability to Interact with AI
- The No Risk, No Barrier Way to Start Using AI Today
- Activity: An Easy AI Conversation

2.2 AI Tools and When They Are Useful

- Activity: Identifying When and How to Use AI
- AI Tools and Models
- Activity: Calibrating Your AI Interaction
- Activity: Tools and Methods for Work Tasks

2.3 Use AI Ethically and Securely

- The Risks of Using AI
- Risks and Rules for AI Usage
- Biases in AI
- Activity: Avoiding Risks of Using AI

Module 2 Review

3.0 AI Prompting Basics

3.1 Craft Effective Prompts for AI Chat Bots

- It All Starts with a Prompt
- Elements of an Effective Prompt
- Activity: Elements of an Effective Prompt
- Activity: Crafting an Effective Prompt
- Activity: Simple Prompt Add-Ons
- Activity: Comparing AI Outputs

3.2 The Power of Context Files

- Introduction to Contextual Files
- Activity: Explore the Power of Context
- Activity: How to Add Context in AI Assistants
- Nuances of Adding Context Files
- Activity: Try In Your Own Tool
- Activity: Choosing Context Files

3.3 Verify AI Outputs for Accuracy, Bias, and Quality

- The Importance of Verifying AI Outputs
- Types of Errors in AI Outputs
- Spotting AI Slop
- Activity: Verifying AI Outputs

3.4 Engage with AI Responses to Improve Outputs

- Engaging with AI Responses
- What to Include in Your Second Prompt
- Activity: Practicing Sustained Interaction
- Activity: Try it in Your Own Tool
- Staying Focused in Your AI Interactions

3.5 Generating Media with AI Tools

- Generating Media with AI
- AI Media Tools
- Activity: Prompts for Media Creation
- Activity: Using AI Generated Media Safely

Module 3 Review

4.0 Advanced AI Prompting Skills

4.1 Automating Your Work with Basic Tools

- Getting Started with Basic AI Automation
- Customizing Instructions in ChatGPT
- Types of Automated Workflows
- Advanced Automation Using AI Assistants
- Activity: Designing Automated Workflows

4.2 Leveraging AI in Multi-Step Projects and Workflows

- Using AI for Projects
- Structuring AI Projects
- Activity: Designing Structured AI Projects
- Combining AI Strategies to Create Complex Deliverables
- Reasoning Models

4.3 AI Agents and Automation

Module 4 Review



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5.0 Apply AI Skills in Real World Contexts

5.1 Use AI as a Tutor

- AI is a Great Teacher
- Activity: Use AI to learn about AI
- Using AI as a Learning Coach

5.2 AI as a Thought Partner and Decision Maker

- AI is a Great Thought Partner
- Activity: Use AI to Make a Business Decision
- Apply this Skill in Your Work

5.3 Use AI as a Coach or Critic

- AI is Great at Critiquing Your Work
- Activity: Use AI as a Coach or Critic
- Using AI to Improve a Slide Deck

Register for this class by visiting us at:

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NASBA CPE details are provided on the following pages.



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NASBA Information

Level: Intermediate

Advanced Preparation:

Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.

Recommended Field(s) of Study: Computer Software and Applications

Recommended CPEs: 7.80

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution

For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: www.tcworkshop.com

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