COURSE SYLLABUS

AI Fundamentals for Government Employees Bootcamp

This bootcamp equips government professionals to use AI confidently and responsibly. Participants will master AI tools, learn to audit outputs for accuracy and bias, and apply human-in-the-loop practices directly to public sector workflows.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-fundamentals-for-government-employees-bootcamp



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Course Outline

This package includes these courses

- AI Fundamentals for Government Employees Course (4 hours)
- AI Fundamentals for Government Employees Part II (4 hours)

AI Fundamentals for Government Employees Course

This course is designed to introduce government workers to the world of Artificial Intelligence (AI). This course provides foundational knowledge of AI technologies like machine learning, deep learning, and large language models, and helps participants understand how AI can be used to enhance productivity, decision-making, and problem-solving. Participants will gain a clear understanding of how AI can enhance efficiency, decision-making, and productivity while also addressing the ethical, legal, and regulatory aspects of AI use.

- Define artificial intelligence (AI) and understand its key terminology.
- Explain the architecture of AI systems, focusing on language models and neural networks.
- Engage in meaningful conversations with AI to get the output you need.
- Understand how AI can be applied in government-related tasks, such as data analysis, decision-making, and policy research.
- Evaluate the potential implications of AI technologies on privacy and data security, especially concerning sensitive government data.

AI Fundamentals for Government Employees Part II

This certificate recognizes completion of AI Fundamentals for Government Employees — Part II, a course that moves participants from understanding how AI works to using it confidently and responsibly on the job across three modules: Judge It, Govern It, and Apply It. Upon successful completion, participants are able to:

- Evaluate AI output for hallucinations, bias, and faulty logic using a repeatable verification checklist.

- Recognize automation bias and keep a human in the loop on decisions that matter.
- Apply AI ethics principles and federal governance rules—including privacy, disclosure, and oversight—to your work.
- Use AI agents with appropriate human oversight and identify risks such as prompt injection.
- Build stronger prompts and reusable workflows using examples, persona, structure, and prompt chaining.
- Request structured outputs and create reusable setups with custom instructions and Projects.
- Select the appropriate AI tool for a given task.
- Complete a verified leadership-brief capstone demonstrating applied, responsible AI use.