COURSE SYLLABUS

AI Fundamentals for Government Employees Course (Self-Paced)

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.

> 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-course-self-paced



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Course Outline

Module 1: Introduction to AI

- What is AI?
- Everyday examples of AI
- Introduction to algorithms, machine learning, neural networks, and deep learning
- How AI works
- **Activity:** Search vs. AI

Module 2: AI Technologies & Usage

- Introduction to language models
- What is a GPT?
- Overview of AI technologies
- What AI can do for you
- **Activity:** Ask ChatGPT a Question
- How to get useful output with better prompts

Module 3: Ethical, Legal, and Regulatory Considerations for AI

- Model training and data privacy (PII and PHI)
- Legal implications of AI-generated content (copyright, liability, licensing)
- Ethical challenges: AI biases, transparency, and accountability
- Compliance with regulations: GDPR, CCPA, and other legal frameworks

- **Activity:** How to Disable Training