COURSE SYLLABUS

AI Fundamentals for Government Employees Part II

This practical second course helps government employees who already use AI use it well—building on AI Fundamentals (Part I) with hands-on practice in judging AI output, governing its responsible use, and applying it to real government work. Participants sharpen their skills through an interactive AI-literacy game and a verified leadership-brief capstone.

> 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-part-ii



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Course Outline

Module 1 — Judge It: Think Critically and Verify

- Recognize automation bias and the tendency to over-trust confident AI output.
- Distinguish fact, opinion, assumption, and AI fabrication in generated content.
- Apply a repeatable verification checklist evaluating source, specifics, currency, bias, and stakes.
- Identify hallucinations and faulty logic, and keep a human in the loop on decisions that matter.

Module 2 — Govern It: Use AI Responsibly

- Apply the core principles of responsible AI: fairness, transparency, accountability, privacy, safety, and human oversight.
- Recognize where bias enters AI systems in practice and how to catch it.
- Understand expectations for transparency and disclosing AI use.
- Identify who governs federal AI use and which rules apply, including privacy, disclosure, and oversight requirements.
- Recognize why AI agents require additional human oversight, and spot risks such as prompt injection.

Module 3 — Apply It: Put AI to Work

- Build stronger prompts using examples, persona, and structure.
- Break complex tasks into sequential steps through prompt chaining.
- Request structured outputs such as tables and templates.
- Create reusable setups using custom instructions and Projects.
- Select the appropriate AI tool for a given task and complete a verified leadership-brief capstone.