COURSE SYLLABUS

Generative AI with ChatGPT

Explore how to harness the power of ChatGPT and other generative AI tools to streamline tasks, generate content, and boost productivity. You'll gain hands-on experience using AI for writing, research, and image creation, while understanding its practical applications and limitations in professional settings.

> 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/generative-ai-intro



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Course Outline

The Technology & Importance of AI (Artificial Intelligence)

- What is a GPT & how does it work?
- The Importance of AI
- OpenAI & Microsoft
- AI Products from Microsoft

Getting Started with ChatGPT: Writing Prompts

- Ask ChatGPT a Question
- Follow Up Messages
- Create a New Chat or Continue the Current Chat?
- Not Satisfied with ChatGPT's response?

ChatGPT Plans: Free vs Paid & Personal vs Business

- How to Choose a Plan & What are the Differences?
- AI models compared: Instant vs Thinking
- ChatGPT Plans for Individuals or Businesses

Data Privacy

- Large Language Model Training & Data Privacy
- How to Disable Training (to Keep Your Data Private)

Ideas For How You Can Use AI

- What can ChatGPT do for you?
- Why or when to use ChatGPT instead of Google
- Learn the Most Important Aspects About a Topic
- Write Something For You

- Get Summaries of Documents, Articles, etc
- Improve Your Writing
- Clean Up a Video Transcript

Prompt Frameworks / Prompt Engineering

- Example of a Prompt Framework
- More Prompt Frameworks

Things to Watch Out For: Copyright & Legal Implications

- Confidentiality (Data Privacy)
- Copyright & Ownership of AI-Generated Content
- Liability
- Licensing & Permissions

Data Analysis

- Analyzing Data in ChatGPT
- Asking Questions
- Creating Charts/Graphs

Generating Images with ChatGPT

- Generating Images with ChatGPT
- Tips for Creating Images

Tips & Tricks for Writing Better Prompts

Techniques to Improve Your Prompts

Personalize ChatGPT & Custom instructions

- Personalization Settings
- Custom Instructions

ChatGPT Memory

- Using & Managing Memories
- Temporary Chat
- Memory vs Custom Instructions

ChatGPT Mobile Apps

- Speaking to the ChatGPT Mobile App
- Uses of Voice Chat

Humans, AI, and the Workplace

- Human Involvement
- Evaluate the Results
- How To Thrive in a Workplace with AI