COURSE SYLLABUS

Government AI Foundations Bootcamp

This course introduces government employees to artificial intelligence by building a clear foundation in technologies such as machine learning, deep learning, and large language models, and showing how AI can improve productivity, decision-making, and problem-solving while addressing ethical, legal, and regulatory considerations. Through practical activities and examples, participants learn key concepts, terminology, data interpretation skills, and best practices for using AI tools in real government contexts, helping strengthen digital confidence and support informed decisions. The course also covers prompt engineering, how AI models respond to natural language, and effective prompt design.

> 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/government-ai-foundations-bootcamp



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Course Outline

This package includes these courses

- AI Fundamentals for Government Employees Course (4 hours)
- AI & Data Literacy for the Government Workforce Course (4 hours)
- AI Prompt Engineering for Government Workforce Course (4 hours)
- AI Ethics for Government Employees Course (4 hours)

Choose one course to complement your required training. Choose your date after you register for the program.

- AI Agents for Government Workflows Course
- Advanced Prompt Design & Reasoning Strategies for Government Professionals Course

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 & Data Literacy for the Government Workforce Course

Through practical examples and hands-on activities, participants will learn core concepts, common terms, and best practices for working with AI tools and interpreting data. The course emphasizes real-world applications in the government context and provides actionable strategies to boost digital confidence, support informed decision-making, and foster a data-savvy culture across the workforce.

- Define basic AI and data concepts including algorithms, models, structured vs. unstructured data, and data visualization
- Recognize AI applications already in use across government — fraud detection, document automation, chatbots, and predictive analytics
- Interpret data visualizations and AI-generated output critically, including prediction scores, category labels, and generated insights
- Identify ethical risks in AI use including bias at every pipeline stage, hallucinations, and deepfake threats
- Apply responsible AI practices using the DIG framework, the ACHIEVE decision model, and the RACE prompt framework
- Verify AI output using a structured seven-point validation checklist and document decisions in an AI Decision Log

AI Prompt Engineering for Government Workforce Course

As AI tools become more common in government environments, knowing how to communicate clearly and responsibly with AI systems is an essential skill. This course equips participants with foundational prompt engineering techniques that help improve productivity, enhance clarity, and reduce risk when using AI to support government work.

AI Ethics for Government Employees Course

Through real-world government examples and hands-on activities, participants will learn how to identify ethical challenges and apply practical solutions. The course emphasizes actionable strategies that government teams can implement immediately to build public trust and ensure compliance with evolving policies.

- Identify core ethical principles for AI in government settings
- Assess major risks and challenges related to AI ethics
- Apply practical tools and frameworks to identify and mitigate ethical issues in AI projects
- Navigate the government policy landscape for trustworthy AI adoption