

AI & Data Literacy for the Federal Workforce

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 federal context and provides actionable strategies to boost digital confidence, support informed decision-making, and foster a data-savvy culture across the workforce.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/ai-data-literacy>



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Course Outline

Introduction to AI & Data Literacy

Foundational concepts of artificial intelligence and data literacy

How AI & Data Shape Federal Work

Ways data and AI influence decision-making and operations in government

Reading & Understanding Data Visualizations

Techniques for interpreting charts, graphs, and dashboards

Responsible Use of AI

- Why ethics and privacy matter
- Protecting sensitive data
- Recognizing bias and misinformation

Building Data & AI Confidence

- Tools and resources for self-learning
- Asking good questions about data and AI

Applications to Your Role

- Examples tailored to different federal job types
- How to stay current as technologies evolve