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AppliedTechnologyAcademy.com

CompTIA AI Prompting Essentials Training

CompTIA Authorized Training · Applied Technology Academy

CompTIA AI Prompting Essentials is a beginner-level, 1-day certificate course designed to help professionals master the use of AI tools in their daily work. The course focuses on developing practical skills in prompt writing, workflow automation, and the responsible use of AI. Students earn a CompTIA CompCert to showcase their workplace-ready AI prompting skills.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	**1 Day**	**None**	**Varies**	**No**

Course Overview

Master the power of AI tools in your daily work with CompTIA AI Prompting Essentials. Designed for all experience levels, this course develops practical skills in prompt writing, automation, and the responsible use of AI. Earn a CompTIA CompCert to showcase your workplace-ready AI prompting skills.

Course Outline

- **Module 1: AI task identification: Decide when and how to use AI for different workplace tasks based on complexity, risk, and desired outcomes.**
- **Module 2: Prompt crafting: Learn to write clear, effective prompts for AI chatbots to achieve better, more accurate responses.**
- **Module 3: Critical evaluation: Evaluate AI-generated outputs for accuracy, bias, and quality—verifying information and ensuring reliability.**
- **Module 4: Moving beyond transactional interactions: Improve outcomes by engaging with and refining AI responses to get more targeted, relevant results.**
- **Module 5: Ethical AI use: Apply AI ethically and securely, understanding issues around privacy, transparency, and copyright.**
- **Module 6: Task automation: Use AI to automate routine and repetitive tasks, freeing up your time for more critical projects.**
- **Module 7: Workplace integration: Leverage AI in multi-step projects and common workplace functions to drive collaboration and productivity.**

Intended Audience

- Marketing Coordinator
- Content Writer/Editor
- Business Analyst
- AI Prompt Specialist

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- Generative AI Assistant
- Project Coordinator/Manager
- Training & Development Specialist
- Financial Analyst

Prerequisites

No prerequisites are required for this certification.

Follow-On Courses

- AIOps Foundation
- AI/ML Specialist

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.