



CompTIA AI Prompting Essentials

Course Duration: 1 Day

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.

Prerequisites

No prior experience is required—this course is designed for beginners.

Course Objectives

- **Strategize AI Integration:** Decide the most appropriate and efficient use cases for AI across diverse workplace tasks based on complexity, risk, and desired outcomes.
- **Master Prompt Engineering:** Write clear, concise, and effective prompts to achieve targeted, accurate results, and engage with AI to refine outputs for greater relevance.
- **Ensure Critical Reliability:** Critically evaluate AI-generated outputs for accuracy, potential bias, and quality, ensuring the verified information is reliable for business use.
- **Drive Workflow Automation:** Leverage AI tools to automate routine and repetitive tasks, successfully integrating AI into multi-step projects to enhance overall productivity.
- **Apply Ethical Governance:** Utilize AI ethically and securely in the workplace, maintaining compliance with standards related to privacy, transparency, and copyright.



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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.