Training: CompTIA
CompTIA AI Fundamentals

TRAINING GOALS:

Artificial intelligence is rapidly reshaping how we learn, work, and communicate, and it's showing up in more and more of the tools you already use. In AI Fundamentals, you'll build a strong foundation in how modern AI and generative AI work at a conceptual level, including common tools like ChatGPT, Gemini, Claude, and Copilot. The course explains how AI differs from traditional software and search, where it fits (and doesn't fit) in academic and workplace tasks, and how AI is changing expectations for skills across many majors and careers.

Throughout this interactive course, the focus is on developing practical skills for using AI tools confidently and responsibly in any field. Activities include writing effective prompts, leading multi-turn conversations with AI, and using personal notes, readings, and files as context to improve AI outputs. You'll learn how to evaluate AI-generated content for accuracy, quality, and bias; use AI to brainstorm, draft, revise, and critique your work; and create study aids while maintaining academic integrity. The course also explores key topics like risk, ethics, privacy, transparency, and human-in-the-loop oversight, and demonstrates how AI can support career preparation—from reading job descriptions for AI-related skills to preparing for interviews. By the end of the course, you'll walk away with a practical, transferable toolkit for working with AI as a critical thinker, communicator, and problem solver.

In this course, you will do the following:

- Explain foundational concepts and terminology of modern AI and generative AI.
- Identify and classify appropriate AI use cases for common academic, personal, and workplace tasks, including when AI should not be used.
- Apply responsible, ethical, and secure AI practices, including awareness of risks such as bias, privacy, intellectual property concerns, hallucinations, and misuse.
- Design effective AI prompts using clear role–task–context–format structures.
- Conduct multi-turn, conversational interactions with AI, using iterative refinement strategies to progressively improve outputs.
- Evaluate AI-generated content for accuracy, quality, bias, and fitness for purpose.
- Use AI tools to support common professional communication and content tasks while maintaining human accountability.
- Leverage AI as a tutor, explainer, and study partner to generate practice materials and clarify concepts while maintaining academic integrity.

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- Use AI as a thought partner and decision aide to analyze scenarios, surface options, and combine AI suggestions with human judgment for simple decisions.
- Identify everyday tasks suitable for basic AI-enabled automation.
- Define common AI-supported workflow patterns and the role of human-in-the-loop oversight.
- Communicate transparently about AI use in academic and professional work, including how AI contributed to outputs and how it was verified.
- Recognize how AI and related technologies are reshaping work and skill demands across industries.
- Leverage AI ethically for career preparation (i.e., identifying AI-related skills in job descriptions, crafting resumes and cover letters, and preparing for interviews).

Jobs You Can Land With CompTIA AI Fundamentals

- Non-Technical Manager
- Human Resources (HR) Specialist
- Marketing & Content Specialist
- Sales Representative
- Business Operations Coordinator
- Administrative Assistant
- Legal & Compliance Junior Associate
- Customer Service Representative

This training is for any office worker who wants to start safely using AI to increase their daily productivity.

CONSPECT:

- Understanding AI Fundamentals
  - Getting Started
    - Getting Started with AI Fundamentals
    - Activity Preview
    - Activity: Build Your AI Profile
    - AI and How You Use It
- Building Foundations in AI and GenAI
  - AI, ML, and GenAI Basics

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        - Introduction to Generative AI
        - Understanding AI, ML, and GenAI
    - AI Tools and Models
        - Seeing the Models Behind AI
        - What You Can Do with AI
    - AI vs. Traditional Software and Search
        - Picking the Right Tool
        - Search vs. Software vs. GenAI
        - Comparing Search Results and Gemini
        - How AI, Traditional Software, and Search Intersect
- Identifying When and How to Use AI
    - Which Tasks are a Good Fit for AI
        - When to Use AI
        - Which Tasks are Fit for AI Use
        - Using Grammarly to Refine Your Writing
    - Low-Risk vs. High-Risk AI Use
        - Stakes and Certainty
        - What Makes AI Use Low or High Risk
    - How AI is Reshaping Jobs and Skills
        - Working in the AI Era
        - Where AI Shows Up in Jobs
        - Working Smarter with Copilot
- Using AI Responsibly and Ethically
    - Risks of Using AI
        - The Risks of Using AI
        - Key Risks and Rules of AI Use
        - Recognize and Reduce AI Bias
    - Ethical Concerns in AI Use
        - Everyday AI Ethics
        - Ethical Concerns in Everyday AI Use
        - Planning Your Prompts for ChatGPT
    - Safeguard Data and Privacy
        - Using AI Securely
        - Basic Privacy and Security Concepts for AI Use
        - Configuring ChatGPT's Privacy Settings
    - Secure and Compliant AI Use

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        - AI and Staying Honest
        - When Caution and Disclosure are Needed
- Writing Effective Prompts
    - AI Prompting Basics
        - It All Starts with a Prompt
        - Basic Components of a Prompt
    - Write Effective Prompts
        - Effective Prompts
        - How to Write an Effective Prompt
    - Evaluate Outputs to Optimize Prompts
        - Output Quality and Prompt Strength
        - Use Outputs to Refine Prompts
- Improving AI Outputs with Context
    - Context Files and AI Outputs
        - Introduction to Contextual Files
        - What is a Context File?
    - Add and Manage Context in AI Tools
        - Choosing the Right Files for AI
        - Tips for Managing Context
    - Nuances and Risks of Context
        - Context Windows and Oversharing
        - Nuances of Adding Context Files
        - Managing Context Files in Claude
        - Turn Smart File Choices into Smart Chats
- Evaluating and Verifying AI Outputs
    - Types of Errors in AI Outputs
        - Reading AI Outputs for Errors
        - When AI Gets Facts Wrong
        - Old Information and Misunderstandings
        - Bias in AI Outputs
        - Spotting AI Slop
        - Ethical Risks in AI Content
    - Verify AI Responses
        - The Importance of Verifying AI Outputs
        - What to Check in AI Answers
        - Spotting Common Quality Issues with AI Outputs

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- Verification Techniques and Workflows
  - Judging AI Responses
  - Verification Toolkit
  - Verifying Gemini and Perplexity Responses
  - Simple Verification Workflow
- Leading Effective AI Interactions
  - Engage with AI Responses
    - Engaging with AI Responses
    - AI as a Conversation Partner
    - Using Voice Features in ChatGPT
    - Customizing Instructions in ChatGPT
  - Refine Outputs with Follow-Up Prompts
    - Fine-Tuning Prompts
    - Effective Follow-Up Prompting
    - Follow-Up Prompting with Perplexity
    - Follow-Up Prompting with Gemini
  - Maintain Focus in AI Interactions
    - Staying Focused in Your AI Interactions
    - Focused Multi-Turn Interactions
- Creating and Improving Content with AI
  - Kickstart Ideas with AI
    - Let AI Help You Get Started
    - Use AI as a Brainstorming Partner
    - Brainstorming with AI Tools
  - Draft and Revise with AI
    - Tune Your Writing with AI
    - Prompts to Shape Audience, Tone, and Format
    - Revising Output Style and Tone with ChatGPT
    - Using Microsoft and Google AI Tools
  - Generate Media Safely with AI
    - Generating Media with AI
    - AI-Powered Media Tools
    - Activity Preview
    - Activity: Prompts for Media Creation
    - Responsible AI-Generated Media Use
  - Critique Your Work with AI

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        - Using AI for Productive Critique
        - AI as a Personal Editor
- Using AI for Learning and Growth
    - AI as a Learning Coach
        - Turning AI into a Study Partner
        - AI as a Personal Tutor
    - Create Study Aids with AI
        - Using AI to Study
        - Use AI to Create Study Aids
        - Creating Study Resources with NotebookLM
    - Academic Integrity and AI Use
        - Academic Integrity and AI
        - Acceptable AI Use
- Supporting Analysis and Decision-Making with AI
    - AI as a Thought Partner and Decision Aide
        - Making Choices with AI
        - AI as a Thought Partner
    - Interpret Scenarios and Data Using AI
        - AI Help for Data and Decisions
        - Use AI to Interpret Scenarios and Data
        - Analyzing Data with Claude
        - Visualizing Data with Claude
    - Communicate AI-Assisted Decisions
        - Sharing How You Used AI
        - Communicating AI-Assisted Decisions
        - Creating an AI Work File in Notion
- Powering Automation and Workflows with AI
    - AI Automation Basics
        - Getting Started with Basic AI Automation
        - Routine Tasks and AI Automation
    - AI-Assisted Workflows and Projects
        - AI as Your Workflow Partner
        - Types of AI-Assisted Workflows
        - Advanced Automation Using AI Assistants
        - Activity Preview
        - Activity: Design AI-Supported Workflows

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        - Using AI for Projects
        - Design Structured AI Projects
    - AI Agents and Human-in-the-Loop
        - Introduction to AI Agents
        - Anatomy of an AI Agent
        - Activity Preview
        - Activity: Identify the Components of an Agent
        - Human-in-the-Loop Oversight
        - High-Stakes AI Decisions
        - Strong Human Oversight Matters
- Using AI Transparently and Professionally
    - Transparency and Disclosure in AI Use
        - Transparency, Trust, and AI Use
        - AI Uses and Disclosure Needs
        - Disclosing AI Use
        - Creating AI Use Disclosures
        - Responsible AI Use in Academics
        - Professional AI Use
    - AI-Aware Team Roles
        - AI and Teamwork
        - Working in AI-Aware Teams
        - Reviewing Reasoning Logs with AI
        - Responsible AI Use in Teamwork
        - Team-in-the-Loop
    - Explain AI to Nonexperts
        - How AI “Thinks”
        - Making AI Relatable with Analogies
        - Explaining AI to Build Trust
- Preparing for AI-Ready Careers
    - AI and the Future of Work
        - Tomorrow’s Workplace with AI
        - Skills That Matter in an AI Future
        - Rethinking Jobs in an Age of AI
    - AI-Related Skills in Job Postings
        - Emerging Value of AI Skills
        - AI Skills in Job Opportunities

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        - Using AI Tools to Decode Job Descriptions
        - Branding Your AI Skill Set
    - Ethical AI Use for Career Preparation
        - Career Preparation with AI
        - Using AI Ethically in Career Preparation
        - Using AI to Plan Your Skill-Building
        - Activity Preview
        - Activity: Optimize a Resume with AI
        - Using ChatGPT to Prepare for Interviews
- Integrating and Reflecting on AI Use
    - Integrate AI Concepts and Skills
        - AI Integration and Reflection
        - Reflecting on Your AI Knowledge and Skills
        - Linking AI to External Systems
        - Mapping AI Workflows with Zapier
        - Combining AI Strategies to Create Complex Deliverables

REQUIREMENTS:

No technical background required; designed for non-technical learners and broad student populations across majors.

Difficulty level

CERTIFICATE:

The participants will obtain certificates signed by CompTIA (course completion). This course is designed to help you prepare for the CompTIA AI Fundamentals CompCert assessment, and after successfully passing the assessment at the end of the course, you will earn a Competency Certificate.

TRAINER:

Authorized CompTIA Trainer.

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