COURSE SYLLABUS

Intro to Generative AI with ChatGPT (Self-Paced)

Harness the creative power of AI with this hands-on workshop. Explore the cutting-edge world of artificial intelligence and learn how to generate text, ideas, and more with the innovative technology of ChatGPT.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/generative-ai-intro-online



nyc@careercenters.com • (212) 684-5151

Course Outline

The Technology & Importance of AI (Artificial Intelligence)

- What is a GPT & how does it work?
- The Importance of AI
- OpenAI & Microsoft
- AI Products from Microsoft

Getting Started with ChatGPT: Writing Prompts

- Ask ChatGPT a Question
- Follow Up Messages
- Create a New Chat or Continue the Current Chat?
- Not Satisfied with ChatGPT's response?
- ChatGPT Keyboard Shortcuts

ChatGPT Plans: Free vs Paid & Personal vs Business

- How to Choose a Plan & What are the Differences?
- AI models compared: GPT-4o, reasoning models such as o1, etc.
- ChatGPT Plans for Individuals or Businesses

Data Privacy

- Large Language Model Training & Data Privacy
- How to Disable Training (to Keep Your Data Private)

Ideas For How You Can Use AI

- What can ChatGPT do for you?
- Why or when to use ChatGPT instead of Google
- Learn the Most Important Aspects About a Topic

- Write Something For You
- Get Summaries of Documents, Articles, etc.
- Improve Your Writing
- Clean Up a Video Transcript

Prompt Frameworks / Prompt Engineering

- Example of a Prompt Framework
- More Prompt Frameworks

Things to Watch Out For: Copyright & Legal Implications

- Confidentiality (Data Privacy)
- Copyright & Ownership of AI-Generated Content
- Liability
- Licensing & Permissions

Advanced Data Analysis

- What can you do with Advanced Data Analysis?
- Example of Advanced Data Analysis

Generating Images & Video with ChatGPT

- Generating Images with ChatGPT
- Tips for Creating Images
- Generating Videos with Sora (from the makers of ChatGPT) which is included in Paid accounts

Tips & Tricks for Writing Better Prompts

Technique to Improve Your Prompts

ChatGPT Shared Links

Creating & Managing Shared Links

ChatGPT Memory

- Using & Managing Memories
- Temporary Chat

Custom Instructions

- Customizing ChatGPT
- Memory vs Custom Instructions

ChatGPT Mobile Apps

- Speaking to the ChatGPT Mobile App
- Uses of Voice Chat

Humans, AI, and the Workplace

- Human Involvement
- Evaluate the Results
- How To Thrive in a Workplace with AI