COURSE SYLLABUS

AI Foundations Bootcamp

This course introduces students to artificial intelligence by building a clear foundation in technologies such as machine learning, deep learning, and large language models, and showing how AI can improve productivity, decision-making, and problem-solving while addressing ethical, legal, and regulatory considerations.

Group classes in Live Online and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/ai-foundations-bootcamp

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Course Outline

This package includes these courses

- AI Fundamentals for Employees (4 hours)
- AI & Data Literacy for the Workforce (4 hours)
- AI Prompt Engineering for the Workforce (4 hours)

Choose one course to complement your required training. Choose your date after you register for the program.

- AI Ethics for Employees
- AI Agents for Workflows
- Advanced Prompt Design & Reasoning Strategies for Professionals

AI Fundamentals for Employees

This course introduces learners to the world of artificial intelligence through foundational concepts such as machine learning, deep learning, and large language models.

- Define artificial intelligence and understand key terminology.
- Explain the architecture of AI systems, including language models and neural networks.
- Write effective prompts and use AI tools to generate useful results.
- Understand how AI can support tasks such as data analysis, decision-making, and research.
- Recognize privacy and data security considerations when working with AI.

AI & Data Literacy for the 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.

- Define basic concepts and terminology related to artificial intelligence and data.

- Recognize how AI and data are used in workplace operations and decision-making.
- Interpret simple data visualizations and AI outputs relevant to everyday work.
- Identify common risks and ethical considerations related to AI and data use.
- Apply foundational practices to improve data literacy and support responsible AI use.

AI Prompt Engineering for the Workforce

This course gives participants foundational prompt engineering skills to improve productivity, strengthen clarity, and support more effective AI use at work.

- Understand how generative AI models interpret and respond to prompts.
- Write clear, effective prompts for common workplace tasks.
- Apply prompt design techniques to improve accuracy and relevance.
- Refine prompts through iteration to achieve better results.
- Identify and reduce common AI output risks such as hallucinations.
- Practice responsible AI use in professional settings.