

SYLLABUS

Certificate Course in AI for Managers

Course Outcome:

1. Students will develop a foundational understanding of AI, enabling them to analyze its role in workplace transformation and ethical considerations.
2. Students will acquire the ability to apply AI tools for enhancing professional tasks such as prompt engineering, job search, resume writing, and decision-making.
3. Students will learn to leverage AI for workplace productivity, utilizing AI for data analysis, sentiment evaluation, content creation, and automation of routine tasks.

Syllabus

(2 Credit) (30 Hours)

Unit 1: Introduction to AI (25%)

- Definition and Concept of AI
- History and Evolution of AI
- Ethical Considerations and Restrictions in AI
- Strengths and Weaknesses of AI
- Impact of AI on the Workplace
- Overview of AI Tools: ChatGPT, Microsoft Bing AI, and Google Bard

Unit 2: Prompt Engineering (25%)

- Adapting AI Responses for Target Audiences, Tone, and Style
- AI Prompt Writing Techniques
- Practical Applications of AI Prompts:
 - Responding to Emails
 - Project Planning
 - Converting Documents to Presentations
 - Creating Social Media Posts
 - Enhancing Decision-Making with AI

Unit 3: Leveraging AI for Career Management

(25%)

- Creating Professional Presentations with AI
- AI-Assisted Resume Writing and Cover Letter Drafting
- Utilizing AI Chatbots for Interview Preparation
- AI Tools for Job Search and Career Growth

Unit 4: AI in the Workplace

(25%)

- Key Considerations When Using AI in the Workplace
- Benefits and Challenges of AI Integration in Professional Environments
- Using AI to Verify Information and Improve Accuracy
- AI for Data Summarization and Analysis
- Sentiment Analysis with AI for Business Insights
- Leveraging AI for Feedback and Decision Support
- AI for Language Translation and Cross-Cultural Communication

References

- Self-Made Material