

# Generative AI with ChatGPT Course Online

Unlock the creative potential of AI in this hands-on workshop. Dive into the world of artificial intelligence and learn how to use ChatGPT to generate text, ideas, and more through practical, real-world exercises.

Group classes in Live Online and onsite training is available for this course. For more information, email [partnerships@vdc.edu](mailto:partnerships@vdc.edu) or visit: <https://vdc.edu/courses/generative-ai-with-chatgpt>



[admissions@vdc.edu](mailto:admissions@vdc.edu) • (619) 758-9300

## 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