Generative AI with ChatGPT

Explore how to harness the power of ChatGPT and other generative AI tools to streamline tasks, generate content, and boost productivity. You'll gain hands-on experience using AI for writing, research, and image creation, while understanding its practical applications and limitations in professional settings.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/generative-ai-intro

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Course Outline

The Technology & Importance of AI (Artificial Intelligence)

- What is a GPT & how does a 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

Techniques 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