



## **Course Syllabus**

### **Use AI for Everyday Tasks**

We are glad you have joined us for this course! Here is some information that will help you to navigate your learning platform and locate course content.

### **Joining the Session**

Before the first live session please confirm that you can access Zoom:

1. Visit <https://support.zoom.us> and click on **Getting Started**.
2. Attn Percipio Users - The **Join live course** option is available where you registered for the session in Percipio 15 minutes prior to the start of class.

### **Course Description**

Discover how AI can simplify and enhance your daily activities. In this course you'll learn how to leverage AI for tasks such as scheduling, email management, data analysis, and more. The session will conclude with an overview of how to develop AI skills that drive organizational growth.

### **Target Audience**

This course is tailored for business users looking to integrate AI tools into their everyday routines.

## Agenda

- Know what generative AI is and ways to use it for everyday tasks
- Understand the basics of writing effective prompts and identify useful prompt resources
- Create and expand prompts and analyze results
- Use different AI tools to prompt and build on results
- Understand how to use AI responsibly and ethically

## Technical Support

We offer 24/7 support if you need assistance with your Percipio or Skillport learning platforms. To access support, click the initials of your profile and select “Help”.

## Percipio

