**Google AI Essentials**

**Introduction to AI**

**Provider:** Google (Coursera)
**Completion Date:** September 5, 2025

## Overview

This course introduced the fundamentals of AI and its impact on the workplace. It emphasized productivity, decision-making, creativity, and responsible use, while covering concepts in machine learning, generative AI, and prompting.

## Key Topics Covered

- Introduction to AI and machine learning

- Generative AI: capabilities, applications, limitations

- Productivity with AI tools: automation and augmentation

- Prompting techniques for effective outputs

- Responsible AI: bias, fairness, privacy, oversight

- Governance: legal, regulatory, organizational considerations

- Case studies: HR, agriculture, crisis response, healthcare

- Future of work: skills and adaptation

## Practical Applications

- Automating tasks and enhancing workflows with AI

- Writing effective prompts for better outputs

- Applying responsible AI to reduce bias and errors

- Integrating AI into decision-making and business processes

- Building strategies to remain competitive in an AI-driven workplace

## Personal Reflection

This course built a strong foundation for applying AI in professional contexts. I developed skills in prompting, productivity enhancement, and responsible use that complement my cybersecurity and compliance focus.