
OPP-200: GENAI101

ENHANCING WORKPLACE EFFICIENCY THROUGH PRACTICAL AI SOLUTIONS

COURSE DESCRIPTION

Summary

This course introduces participants to the practical applications of generative AI within office environments. Through a combination of theoretical concepts and hands-on exercises, students will explore how generative AI tools and platforms can streamline workflows, automate repetitive tasks, and enhance productivity in office settings. The course covers topics such as natural language processing, content generation, collaborative AI, and ethical considerations in AI deployment. Participants will develop the skills needed to identify opportunities for integrating generative AI solutions, customize AI models to meet specific office needs, and navigate the ethical implications of AI implementation in the workplace. By the end of the course, students will be equipped with the knowledge and practical skills necessary to leverage generative AI effectively to improve workplace efficiency.

Outline

Module 1: Introduction to Generative AI (10 hours)

- Overview of artificial intelligence and machine learning
- Introduction to generative AI and its significance in office settings
- Ethical considerations and responsible use of AI in the workplace

Module 2: Generative AI Tools and Platforms (20 hours)

- Review of popular generative AI tools and platforms (e.g., OpenAI's GPT models, DeepMind's WaveNet)
- Hands-on exploration of user-friendly generative AI software interfaces
- Case studies demonstrating real-world applications of generative AI in office environments

Module 3: Automating Office Tasks with Generative AI (30 hours)

- Identifying repetitive tasks and workflows suitable for automation
 - Introduction to workflow automation tools and techniques
 - Practical exercises in automating common office tasks using generative AI
-

OPP-200: CHATGPT FOR OFFICE PRODUCTIVITY

Module 4: Content Generation with AI (30 hours)

- Understanding natural language processing (NLP) and text generation techniques
- Hands-on experience with AI-powered content generation tools
- Creating automated reports, emails, and other textual content using generative AI

Module 5: Visual Content Generation (20 hours)

- Introduction to generative models for image and video generation
- Exploring AI-based design tools for creating graphics and visual content
- Practical exercises in generating visual assets for presentations, marketing materials, etc.

Module 6: Personalized Assistance and Chatbots (20 hours)

- Design principles for AI-powered chatbots and virtual assistants
- Building and customizing chatbots for office support and customer service
- Integrating chatbots with existing office communication systems

Module 7: Collaborative AI in Office Environments (20 hours)

- Collaborative document editing and version control with AI assistance
- Implementing AI-driven project management and task delegation tools
- Strategies for fostering collaboration and teamwork with AI support

Module 8: Advanced Topics and Customization (30 hours)

- Advanced techniques for fine-tuning generative AI models
- Customizing AI solutions to meet specific office needs and preferences
- Addressing security and privacy concerns in AI-powered office environments

Module 9: Practical Project Work (20 hours)

- Group projects to apply learned concepts and techniques to real-world office scenarios
- Guidance and feedback from instructors on project development and implementation
- Presentation of project outcomes and lessons learned

Module 10: Ethical and Social Implications (10 hours)

- Discussion of ethical considerations in AI deployment within office settings
- Exploring biases and fairness issues in AI-generated content and decision-making
- Strategies for promoting responsible AI use and mitigating potential risks

Module 11: Final Assessment and Certification (10 hours)

- Final exam assessing understanding of course material and practical skills
 - Certification awarded upon successful completion of the course
-