SUPPLEMENTARY INFORMATION & SYLLABUS

Course Overview

AI-Powered Your Role is a 4-session, instructor-led program that transforms how professionals think and work with artificial intelligence. Through hands-on learning, students design personal GPTs, engineer prompts, and build AI-powered workflows for real job tasks.

Learning Outcomes

Graduates can:
- Use AI to accelerate decision-making and communication
- Build and train custom GPTs using their Personal Operating Profile (POP)
- Engineer precise prompts using clarity, context, and format
- Chain AIs into agentic workflows (Maker + Checker)
- Integrate AI tools ethically and transparently in daily work

Course Structure (20 hours total)

1. **Session 1 – Reframe:** AI foundations, terminology, and POP build
2. **Session 2 – Refine:** Prompt engineering and GPT creation
3. **Session 3 – Build:** Role-based GPTs and multi-AI workflows
4. **Session 4 – Rewire:** Ethical use, automation, and certification prep

Assessment & Certification

- Participation in all 4 live sessions
- Completion of in-class workshops and post-session reflections
- 50-question certification exam (70% passing score; retakes allowed)

Issued by:
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