

Exploring AI for Everyday Use, Using ChatGPT

Objective: *This hands-on class is for both newcomers and everyday ChatGPT users who want to use AI more efficiently.* You'll work in a guided lab, get help customizing it to your needs, and have time for individual questions. We'll also briefly cover responsible use, so you know when AI is helpful and when it's better to ignore it

Instructor: Leena Prasad

Prerequisites: None. We'll set up an account in class if you don't have one. Those with an account can do other lab work.

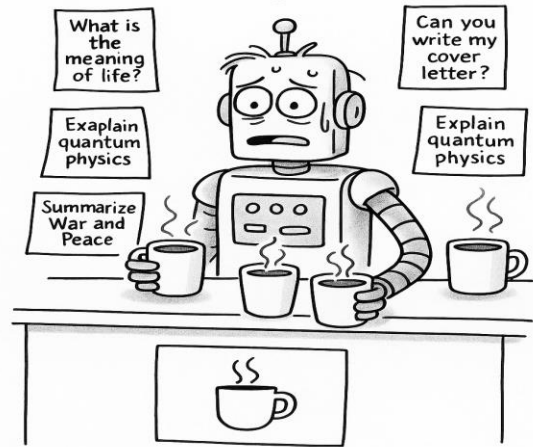
Class Structure: short presentation with interactive Q&A, focus on hands-on labs.

Course Length: 8 weeks, April 14 – June 2, 2026

Class Duration: 90 minutes per week, Tuesdays, 10:30am-12PM

Class Docs & other Tools: WhoseBrainIsIt.com

**Welcome to ChatGPT...
where every question
is urgent.**



Week 1 – Introduction to ChatGPT & AI Basics

Presentation	Lab
<ul style="list-style-type: none"> What is AI? What is ChatGPT? How ChatGPT works (plain-language overview) Examples of practical uses Demo: writing a haiku, discuss controversy Demo: using DALL·E for images, discuss controversy 	<ol style="list-style-type: none"> Open a ChatGPT account if you don't have one. Write a few prompts and discuss. Use DALL-E. Navigate the ChatGPT interface, including the settings.

Week 2 – Asking Better Questions (Prompting Skills)

Presentation	Lab
<ul style="list-style-type: none"> Understanding prompts and responses Clarity, specificity, and creativity in prompting System vs. conversational prompts 	<ol style="list-style-type: none"> Rewrite prompts for improved results. Use system prompts where applicable. Live discussion of improved prompts.

Week 3 – Research & Learning

Presentation	Lab
<ul style="list-style-type: none">▪ ChatGPT as a research and learning assistant▪ Fact-checking and recognizing limitations▪ Various options for saving your results	<ol style="list-style-type: none">1. Research a topic of interest2. Fact check your results.3. Save results using at least 2 different methods.

Week 4 – Everyday Productivity

Presentation	Lab
<ul style="list-style-type: none">▪ Writing assistance and best practices.▪ Brainstorming project or event ideas▪ Creating and refining plans▪ Taking a break: fun stuff	<ol style="list-style-type: none">1. Draft and revise a letter or some other material of your choice.2. Plan a small project/event/how-to [optionally add images]3. Try some fun activities.

Week 5 – Organizing & Analyzing Information

Presentation	Lab
<ul style="list-style-type: none">▪ Structuring data (tables, lists, outlines)▪ Option comparison and decision making▪ Summarizing information	<ol style="list-style-type: none">1. Organize vacation trip (or other plans of your choice) options in a comparison table2. Use Case Demos:<ol style="list-style-type: none">a. how I created a table of all the cookbooks I own using my phone's camerab. how I create a recipe book from handwritten recipes

Week 6 – Agent Mode

Presentation	Lab
<ul style="list-style-type: none">▪ What is Agent Mode▪ How agentic workflows differ from normal prompts▪ Examples of tasks only Agent Mode can automate	Pick a use-case from a list of cases provided by the instructor and work on it together as a class or on your own.

Week 7 – Sustainability Issues, Responsible Ethical Use

Presentation	Lab
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- Environmental impact of AI (energy, data centers, carbon footprint)
- Social sustainability (jobs, equity, and ethics)
- Using AI for sustainability
- AI limitations, bias, misinformation
- Privacy, security, and safe sharing

1. Research and summarize an AI-related sustainability topic
2. Class discussion
3. Practice safe prompting scenarios

Weeks 8 – Putting It All Together

Presentation	Lab
<ul style="list-style-type: none"> ▪ Review of core skills ▪ Planning for continued learning: online, using ChatGPT, classes 	Class showcase of favorite use cases