

Exploring AI for Everyday Use, Using ChatGPT

Objective: learn to use the GenAI tool ChatGPT for research, learning, and everyday tasks.

Instructor: **Leena Prasad**

Prerequisites: Ability to type on a computer keyboard.
No prior AI experience required.

- Course Length: 8 weeks, September 9 – October 28
- Class Duration: 90 minutes per week, Tuesdays, 10:30am-12PM
- **Class Docs:** WhoseBrainIsIt.com > ai > class

Week 1 – Introduction to ChatGPT & AI Basics

Topics <ul style="list-style-type: none">• What is AI? What is ChatGPT?• How ChatGPT works (plain-language overview)• Examples of practical uses• Setting up an account (free)	Hands-On Activities <ul style="list-style-type: none">• Open a ChatGPT account• Write a first prompt• Navigate the ChatGPT interface• <i>[Optional] HomePlay:</i> Ask ChatGPT 5 different types of questions and record the responses.
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Week 2 – Asking Better Questions (Prompting Skills)

Topics <ul style="list-style-type: none">• Saving your results• Understanding prompts and responses• Clarity, specificity, and creativity in prompting	Hands-On Activities <ul style="list-style-type: none">• Save results and email• Rewrite prompts for improved results• <i>[Optional] HomePlay:</i> Keep a “Prompt Journal” with examples and reflections.
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Week 3 – Research & Learning with ChatGPT

Topics <ul style="list-style-type: none">• System vs. conversational prompts• ChatGPT as a research and learning assistant• Fact-checking and recognizing limitations	Hands-On Activities <ul style="list-style-type: none">• Research a topic of interest• <i>[Optional] HomePlay:</i> Use ChatGPT to explore a new skill or topic and prepare a short report.
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Week 4 – Everyday Productivity

Topics <ul style="list-style-type: none">• Writing assistance (emails, letters)• Brainstorming project or event ideas• Creating and refining plans	Hands-On Activities <ul style="list-style-type: none">• Draft and revise an email with ChatGPT• Plan a small event• <i>[Optional] HomePlay:</i> Use ChatGPT to complete a real-life productivity task.
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Week 5 – Organizing & Analyzing Information

Topics <ul style="list-style-type: none">• Structuring data (tables, lists, outlines)• Option comparison and decision making• Summarizing information	HandsOn Activities: <ul style="list-style-type: none">• Organize vacation trip options in a comparison table• <i>[Optional] HomePlay:</i> Use ChatGPT to organize a set of personal or work-related information.
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Week 6 – Sustainability Issues & AI

Topics <ul style="list-style-type: none">• Environmental impact of AI (energy, data centers, carbon footprint)• Social sustainability (jobs, equity, and ethics)• Using AI to support sustainable decision making	HandsOn Activities: <ul style="list-style-type: none">• Research and summarize an AI related sustainability topic• <i>[Optional] HomePlay:</i> Investigate a real world sustainability challenge and outline how ChatGPT can help.
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Week 7 – Responsible & Ethical Use

Topics <ul style="list-style-type: none">• AI limitations and bias• Avoiding misinformation• Privacy, security, and safe sharing	HandsOn Activities: <ul style="list-style-type: none">• Practice “safe prompting” scenarios• <i>[Optional] HomePlay:</i> Review your ChatGPT history, noting examples of strong and weak outputs.
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Week 8 – Putting It All Together

Topics <ul style="list-style-type: none">• Review of core skills• Q&A• Planning for continued learning	HandsOn Activities: <ul style="list-style-type: none">• Class showcase of favorite uses• <i>[Optional] HomePlay:</i> Continue experimenting with ChatGPT to expand skills.
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