

CompTIA AI Essentials Training

CompTIA Authorized Training · Applied Technology Academy

CompTIA AI Essentials is a beginner-friendly course (2-3 hours) that teaches any professional how to use Generative AI assistants like ChatGPT, Copilot, and Gemini to enhance job performance, speed up daily tasks, and generate new ideas. The course focuses on learning core Generative AI concepts, mastering effective prompt engineering, verifying AI outputs to avoid inaccuracies (hallucinations), and applying AI responsibly in professional workflows.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	1/2 Day	None	\$75,000	No

Course Overview

CompTIA AI Essentials is a 2–3 hour, beginner friendly course that shows you how to use AI assistants like ChatGPT, Copilot, and Gemini to do your job faster and better. No prior experience required. You'll learn what generative AI is, how to write effective prompts, how to avoid bad outputs, and how to plug AI into your everyday work. If you're still guessing with AI tools or avoiding them altogether, this course gives you a safe, structured way to catch up quickly.

Course Outline

- **Module 1: Understand generative AI and chatbots:**
 - Learn what generative AI is, how large language models power AI assistants, and where these tools fit in your day to day work. Recognize their strengths, limitations, and uncertainty.
- **Module 2: Create effective prompts:**
 - Develop prompts that clearly communicate purpose, context, personas, and constraints. Write concise, focused prompts that help AI assistants deliver better, more relevant responses.
- **Module 3: Avoid hallucinations and verify outputs:**
 - Understand why AI tools sometimes produce inaccurate information and apply simple verification strategies to check and refine responses.
- **Module 4: Work in conversational loops, not one off transactions:**
 - Improve results by treating AI interactions as ongoing conversation Use prompt chaining and iteration to build on previous responses and maintain continuity.
- **Module 5: Use AI responsibly with sensitive information:**
 - Recognize when inputting information into AI tools is risky, including sensitive, personal or proprietary data. Connect your behavior to your organization's AI policies, data privacy, and security expectations.
- **Module 6: Identify practical AI use cases in your role:**

- Spot high value opportunities to use AI assistants in your daily workflows, streamline routine tasks, overcome “blank page” moments, and support better decision making.

Intended Audience

Any professional who is new to using AI assistants in a professional context. This includes office administration, marketing/sales coordinators, HR specialists, and general employees looking to use AI for daily workflows and decision-making.

Prerequisites

No prior experience is required.

Follow-On Courses

- CompTIA Data+
- AI/ML Specialist

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.