APPLIED TECHNOLOGY ACADEMY

800.674.3550
Info@AppliedTechAc.com
AppliedTechnologyAcademy.com

# CompTIA AI Essentials Training

**CompTIA Authorized Training · Applied Technology Academy**

CompTIA AI Essentials is a short, beginner-friendly course that shows you how to use AI assistants such as ChatGPT, Copilot and Gemini to do your job faster and better. No prior experience is required. You learn what generative AI is, how to write effective prompts, how to spot and avoid bad output, and how to fit AI into your everyday work — then prove it by passing the AI Essentials Competency Assessment for a CompTIA CompCert.

| LEVEL | DURATION | DELIVERY |
|---|---|---|
| **Beginner** | **1/2 Day** | **Instructor-led** |

## Course Overview

- A structured, low-risk way to catch up on AI assistants at work.
- Delivered instructor-led as a half-day session.
- Short videos, brief readings and interactive activities, with a strong emphasis on hands-on AI scenarios.
- Ends in the AI Essentials Competency Assessment and a downloadable CompTIA CompCert.

## Prerequisites

No prior experience is required. The course is designed for beginners who are new to using AI assistants in a professional context.

## Who Should Attend

- Professionals still guessing with AI tools, or avoiding them altogether.
- Teams being asked to adopt AI assistants without formal training.
- Anyone who needs to use AI responsibly against an organisation's AI policy.

## What You'll Learn

Understand generative AI and chatbots — what generative AI is, how large language models power AI assistants, and where these tools fit in day-to-day work, including their strengths, limitations and uncertainty.

Create effective prompts — communicate purpose, context, personas and constraints in concise, focused prompts.

Avoid hallucinations and verify outputs — understand why AI tools produce inaccurate information, and apply verification strategies to check and refine responses.

**800.674.3550**
Info@AppliedTechAc.com
AppliedTechnologyAcademy.com

Work in conversational loops, not one-off transactions — use prompt chaining and iteration to build on previous responses and maintain continuity.

Use AI responsibly with sensitive information — recognise when input is risky, including personal or proprietary data, and connect behaviour to AI policy, data privacy and security expectations.

Identify practical AI use cases in your role — spot high-value opportunities, streamline routine tasks, overcome blank-page moments and support better decision-making.

## Next Steps

A natural lead-in to CertNexus GenAIBIZ, CompTIA SecAI+ and ATA's AI security catalogue.

**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.