Western Continuing Studies

Maximizing Efficiency: AI for Life and Work

BSMG6301

Course Outline

Description:
In today's rapidly evolving digital landscape, understanding and leveraging Artificial Intelligence (AI) is crucial for enhancing both professional and personal productivity. "Maximizing Efficiency: AI for Life and Work" is a 12-hour course designed to equip learners with essential knowledge and practical skills in AI technologies. This course will explore the capabilities and limitations of AI, guiding participants through the process of selecting and implementing AI tools to streamline various tasks. The course will enable learners to gain a foundational understanding of AI, including key concepts, techniques, and the current state of AI technology.

Course Goals:

- Gain foundational understanding of AI
- Determine practical application and personal use of AI
- Ethical, privacy, and security considerations when employing AI tools
- Effective prompts to interact with AI systems for specific outcomes

Course Objectives:
At the completion of this course, the student will be able to:

- Explain the fundamental principles of Artificial Intelligence, including its capabilities and limitations.
- Identify and evaluate AI tools and technologies suitable for streamlining specific tasks in a professional setting.
- Apply tools to automate routine tasks in a hands-on project.
- Utilize AI for personal purposes, such as organization, time management, or information gathering.
- Demonstrate an awareness of the ethical, privacy, and security considerations when employing AI tools.
- Create and test effective prompts to interact with AI systems for specific outcomes.

Text:
Materials will be provided through OWL, Western's Online Learning Management System.

Evaluation:
This is a graded course where a complete or incomplete will be issued. To receive a completion for this course, a student must

- Attend 3 out 4 weekly live Zoom sessions
- Participate in weekly forum discussion (minimum 4 posts throughout length of the course)
- Complete 4 assignments

This course outline is a sample only and is subject to change.

Policy on Cheating and Academic Misconduct:
Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at http://www.westerncalendar.uwo.ca. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

Code of Student Conduct:
The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: http://www.uwo.ca/univsec/pdf/board/code.pdf.

Plagiarism:
All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (http://www.turnitin.com).

How often will the instructor communicate with me?
The instructor will send out a weekly announcement at the beginning of the week. If you send the instructor a message or email, you should expect to hear back from them within one business day.

Policy on Late Assignments:
It is suggested that online discussions be completed within the week they are assigned as to allow everyone the opportunity to contribute to the conversation; with this in mind, all assessments (assignments, discussions, and reflections) have suggested deadlines. Every effort should be made to submit by the deadline. However, they will be accepted and assessed until 23:59 ET on the last day of the course without any academic penalty applied. Anything received after this time will result in a grade of "Zero".

How do I hand in assignments?
All assignments will be submitted electronically through OWL using the assignment tool. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor.

When will I receive my grades?
Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

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Western Digital Badge
If you have met the course requirements for this Western approved micro-credential, you will receive an email from MyCreds to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

Course Schedule:

	Topics	Activities
Week 1: Introduction to AI	• Introduction to Artificial Intelligence • Limitations of AI • Ethical, privacy, and security considerations • Introduction to popular AI tools	• Q&A session on fundamental principles • Group discussion on the ethical implications of AI • Assignment: 3 AI Tools
Week 2: AI Tools and Prompting	• Overview of AI tools • Key AI tools and platforms • Evaluating AI tools • Intro to creating prompts	• Hands-on session on using prompts in AI tools • Group discussion on pros and cons of different AI tools • Assignment: Solve Problem
Week 3: Advanced Prompts and Automation	• Advanced AI prompting techniques • Introduction to Zapier and Make • Hands-on project	• Q&A session on advanced prompts and automation • Group discussion on AI automation projects • Assignment: Workflow automation
Week 4: Wrap-up	• Hands-on review of automation assignment • Review of key concepts • Reflective discussion	• Q&A session on future trends • Group discussion • Final Reflective Assignment