

CompTIA AI Prompting Essentials



OVERVIEW

CompTIA AI Prompting Essentials is a hands-on, vendor-neutral course designed for professionals at any experience level to master AI skills that drive real workplace results.

Learners develop practical abilities in writing effective prompts, automating routine tasks, and using AI responsibly through interactive, job-focused scenarios, no coding or prior AI experience required.

With a focus on real-world applications, critical thinking, and measurable competency, this course enables individuals and teams to confidently integrate AI tools into daily work, increasing efficiency and effectiveness across industries and roles.

LEARNER BENEFITS

- **AI task identification:** Decide when and how to use AI for different workplace tasks based on complexity, risk, and desired outcomes.
- **Prompt crafting:** Learn to write clear, effective prompts for AI chatbots to achieve better, more accurate responses.
- **Moving beyond transactional interactions:** Improve outcomes by engaging with and refining AI responses to get more targeted, relevant results.
- **Ethical AI use:** Apply AI ethically and securely, understanding issues around privacy, transparency, and copyright.
- **Task automation:** Use AI to automate routine and repetitive tasks, freeing up your time for more critical projects.
- **Workplace integration:** Leverage AI in multi-step projects and common workplace functions to drive collaboration and productivity.

KEY FEATURES

TRAINING DELIVERY OPTIONS

- Self-paced
- Instructor-led training

AVAILABLE PRODUCT OPTIONS

- CertMaster Learn

ESTIMATED TIME

- 6-8 Hours of Instruction
- 30 Minute competency Assessment

LEARNER OUTCOMES

By completing AI Prompting Essentials, learners gain practical skills to effectively and responsibly use AI tools at work knowing when to rely on AI, how to craft clear prompts for different tasks, and how to critically review AI-generated content. They'll also learn to automate routine processes, collaborate with AI to brainstorm and create content, and follow ethical and secure practices that align with company policies.

As a result, organizations benefit from teams who share a common approach to AI, work more efficiently, and ensure their use of AI consistently supports business goals and compliance.

LESSON OUTLINE

- 1.0 Course Intro
- 2.0 Foundations of AI Prompting
- 3.0 AI Prompting Basics
- 4.0 Advanced AI Prompting Skills
- 5.0 Apply AI Skills in Real World Contexts