



Completion Guide: Generative AI Skills

A Step-by-Step Checklist

Not sure where to start? This Completion Guide will help ensure you finish this course in the timeframe that is right for you.

Which schedule best aligns with your goals?

- ✓ Choose your pace.
- ✓ Follow the steps.
- ✓ Add your target dates.
- ✓ Mark your progress.

I want to finish in ...

1 Month: Weekly Schedule

1.5 Months: Weekly Schedule

1.5 Months: Daily Schedule

2 Months: Weekly Schedule



Note: Are you taking this course along with other courses? If so, balance your pacing to accommodate your term length. Otherwise, you may incur additional tuition charges.

Course Title: Complete in 4 Weeks

Weekly Schedule

Explore the Success Center:

☐ Review the Course Syllabus

☐ Access Your Support

WEEK 1

Foundations of GenAI

Modules 1

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives

WEEK 2

Risks and Responsible Use of AI

Module 2

Engage with Material

- ☐ Review Learning Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEK 3

Using AI

Module 3

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEK 4

Review and Assessment

Engage with Material

- ☐ Review Readings as Needed
- ☐ Revisit Reflection Questions

Measure Your Learning

- ☐ Complete Final Project by:

Course Title: Complete in 6 Weeks

Weekly Schedule

Explore the Success Center:

☐ Review the Course Syllabus

☐ Access Your Support

WEEK 1

Foundations of GenAI

Modules 1

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEKS 2 & 3

Risks and Responsible Use of AI

Module 2

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEKS 4 & 5

Using AI

Module 3

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEK 6

Review and Assessment

Engage with Material

- ☐ Review Readings as Needed
- ☐ Revisit Reflection Questions

Measure Your Learning

- ☐ Complete Final Project by:

Course Title: Complete in 6 Weeks

Daily Schedule

Before You Begin: Explore the Success Center to review the course syllabus and access support.

WEEK 1		
DAY 1	DAY 2	DAY 3
Module 1 ☐ Overview • What Is AI? • AI: Magic or Manmade?	Module 1 ☐ How GenAI Produces Outputs • Patterns and Probabilities • Confidence without Understanding • Learning Isn't Reasoning	Module 1 ☐ Prompts and Interaction • What Is a Prompt? • Effective Prompts • Instructions, not Questions
DAY 4	DAY 5	DAY 6
Module 1 ☐ Context and AI • What "Context" Means in AI • When to Try Again or Start Over	Module 1 ☐ Module Summary	REST DAY (or use for catching up, if needed)
DAY 7	NOTES	
REST DAY (or use for catching up, if needed)		

Week 1 complete! Continue to week 2!

WEEK 2		
DAY 1	DAY 2	DAY 3
Module 2 ☐ Overview • Getting Started	Module 2 ☐ Ethical Considerations • Introduction • Potential Harms and Misuse	Module 2 ☐ Ethical Considerations • Environmental and Societal Impacts
DAY 4	DAY 5	DAY 6
Module 2 ☐ Strengths and Failure Patterns • Introduction • Tasks AI Typically Does Well	Module 2 ☐ Strengths and Failure Patterns • Common Failure Modes	Module 2 ☐ Strengths and Failure Patterns • Where to Verify
DAY 7	NOTES	
REST DAY (or use for catching up, if needed)		

Week 2 complete! Continue to week 3!

WEEK 3		
DAY 1	DAY 2	DAY 3
Module 2 ☐ Evaluating AI Outputs • Introduction • Accuracy and Facts	Module 2 ☐ Evaluating AI Outputs • Completeness and Usefulness	Module 2 ☐ Evaluating AI Outputs • Tone, Bias, and Audience
DAY 4	DAY 5	DAY 6
Module 2 ☐ Safeguards and Judgment • Introduction • Human Oversight	Module 2 ☐ Safeguards and Judgment • Data Privacy • When Not to Use AI	Module 2 ☐ Module Summary
DAY 7	NOTES	
REST DAY (or use for catching up, if needed)		

Week 3 complete! Continue to week 4!

WEEK 4		
DAY 1	DAY 2	DAY 3
Module 3 ☐ Overview • Getting Started	Module 3 ☐ Selecting Appropriate Tasks • Suitable Tasks for AI	Module 3 ☐ Selecting Appropriate Tasks • Human Judgment Needed
DAY 4	DAY 5	DAY 6
Module 3 ☐ Categories of GenAI Tools • Tools and Models	Module 3 ☐ Categories of GenAI Tools • Text • Imaging	Module 3 ☐ Categories of GenAI Tools • Video and Audio
DAY 7	NOTES	
REST DAY (or use for catching up, if needed)		

Week 4 complete! Continue to week 5!

WEEK 5		
DAY 1	DAY 2	DAY 3
Module 3 ☐ Iterative Prompting Using Follow-up Prompts	Module 3 ☐ Iterative Prompting Adding Constraints	Module 3 ☐ Iterative Prompting A Collaborator, not a Vending Machine
DAY 4	DAY 5	DAY 6
Module 3 ☐ Iterative Prompting Practice Workflows	Module 3 ☐ Module Summary	REST DAY (or use for catching up, if needed)
DAY 7	NOTES	
REST DAY (or use for catching up, if needed)		

Week 5 complete! Continue to week 6!

WEEK 6		
DAY 1	DAY 2	DAY 3
Final Project ☐ Introduction • Instructions and Rubric	Final Project ☐ Project Work	Study/Final Exam ☐ Project Work
DAY 4	NOTES	
Final Project ☐ Project Submission		

6 weeks complete! You did it!

Course Title: Complete in 8 Weeks

Weekly Schedule

Explore the Success Center:

☐ Review the Course Syllabus

☐ Access Your Support

WEEK 1 & 2

Foundations of GenAI Modules 1

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEK 3 & 4

Risks and Responsible Use of AI Module 2

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEK 5 & 6

Using AI Module 3

Engage with Material

- ☐ Review Course Readings
- ☐ Consider Reflection Questions

Measure Your Learning

- ☐ Engage with Interactives
- ☐

WEEK 7 & 8

Review and Assessment

Engage with Material

- ☐ Review Readings as Needed
- ☐ Revisit Reflection Questions

Measure Your Learning

- ☐ Complete Final Project by: