



Generative AI Skills Course Syllabus

WESTERN GOVERNORS UNIVERSITY

Generative AI Skills

Hello, and welcome!

Artificial intelligence has become part of our everyday lives—at home and in the office. This course introduces generative AI by pulling back the curtain on how it actually works and how you can use it wisely. You'll start with the foundations. You'll learn what AI is (and isn't) and how generative models differ from other kinds of AI. From there, you'll learn how prompts, instructions, and context shape results. And you'll discover why AI can sound confident even while being wrong. The course also addresses the risks and responsibilities associated with this technology. You'll explore ethical considerations, potential harms, environmental and societal impacts, and the limits of AI's strengths. In addition, you'll evaluate outputs for accuracy, bias, and usefulness. You'll learn how to apply human judgment, protect privacy, and choose the right tasks and tools. Finally, you'll practice using AI in real-world scenarios. Along the way, you'll come to see AI as a valued collaborator that you can guide through thoughtful, iterative interaction.

We invite you to take a minute to learn about the course by reviewing the information that follows. This way, you will be better able to understand the expectations of the course as a whole. Then you can determine how to manage your time and efforts as you navigate through it.

You are in the right place. You belong here. You can do this!

Course Description and Competencies

WHAT TO EXPECT

In this course, you will work through three modules. These modules are broken into smaller lessons. By studying this material, you will gain foundational knowledge of artificial intelligence (AI) and how to use it. Throughout the course, you will find readings and a variety of interactive elements. These components will help you apply what you're learning and help you deepen your understanding of the subject.

1. The student explains foundational AI concepts and terminology.
2. The student evaluates the appropriateness of AI use for a given task by considering potential risks, benefits, and limitations.
3. The student applies AI tools to common professional tasks.

Assessment

You must achieve a ranking of **Competent** on the assessment to pass the course. You may attempt the assessment two times before additional support is necessary. If you require further attempts, please contact your Course Instructor or Student Experience Specialist.

◆ 1 final project ◆ 3 competency units

Course Outline

Module	Upon completion of this module, you will be able to:
Foundations of GenAI	<ul style="list-style-type: none"> A. Explain the function of large language models (LLMs) as statistical prediction systems. B. Distinguish between generative AI and other forms of AI. C. Explain the role of prompts in generative AI. D. Explain the impact of bias in AI training data.
Risks and Responsible Use of AI	<ul style="list-style-type: none"> A. Identify (potential) risks associated with AI use. B. Identify common AI capabilities. C. Determine appropriate safeguards for responsible AI use across multiple risk dimensions. D. Analyze the appropriateness of AI use for professional tasks.
Using AI	<ul style="list-style-type: none"> A. Produce a work artifact aligned to the task requirements using an AI tool. B. Analyze task characteristics relevant to the use of an AI tool for the selected task. C. Document constraints or parameters used when applying the AI tool. D. Reflect on how AI use contributed value to the task outcome.

Technology Requirements

We want to be sure you have the tools to succeed! Review the [Computer System and Technology Requirements](#) to learn about the technology you'll need. If you have questions about your setup, contact support@academy.wgu.edu.

You will need Adobe Acrobat Reader DC. If you haven't already, [download this free software](#). You may encounter an interactive form that contains fields that you can select or fill in. Review [how to fill in a PDF form](#).

Key Contacts

Course Connect

Check out this online community to take advantage of course resources, including videos and tips from your educators. You can ask and answer questions, provide feedback on your progress, and interact with fellow students. You will find this platform in the Student Resources section of the course. Log on and do some exploring!

Technical Support

If you encounter technical issues, be sure to contact the Help Desk. Just [submit a Support Request for assistance](#).

Program Support

Do you have questions about your account? Student Support has answers. They can help with billing, switching courses, and other requests. You can contact them at (888) 320-0540 or support@academy.wgu.edu.

Accommodations

WGU provides compliant and accessible learning experiences. If you require accommodation, please contact us at the start of the course. You can email disability@academy.wgu.edu or call (888) 320-0540. We are committed to ensuring that all students with disabilities have equal access to WGU's services and materials. We strive to use best practices for accessibility. Our goal is to conform to existing U.S. laws. These include the Americans with Disabilities Act and Section 504 and Section 508 of the Rehabilitation Act. Our learning management system (LMS) platform is Open edX. Open edX's commitment to accessible content is published on their [Website Accessibility Policy](#).