# Google AI Essentials (Artificial Intelligence) Course

Google AI Essentials is a self-paced course designed to help people across roles and industries get essential AI skills to boost their productivity. No degree or experience is required.

**NOTE**: This is a pilot course. May have accessibility issues.

**Course dates:**

Cohort 2: April 2025 to May 2025

Cohort 3: July 2025 to August 2025

Cohort 4: August 2025 to Sept 2025

1.5 months at a dedicated 3 hours a week

Additional 1 hr a month for weekly 15-minute NSITE check-in meetings

**What you'll learn**

* How to actually use it in the real world. Stuck at the beginning of a project? You’ll learn how to use AI tools to generate ideas and content.
* Planning an event? You’ll use AI tools to help research, organize, and make more informed decisions.
* Drowning in a flooded inbox? You’ll use AI tools to help speed up those daily work tasks, like drafting email responses.
* You’ll also learn how to write effective prompts and use AI responsibly by identifying AI’s potential biases and avoiding harm.

**Coursework: 4-course mini-series**

**Week 1**

* **Course 1-** [**Introduction to AI**](https://www.coursera.org/learn/project-management-foundations?specialization=project-management-certificate)**-**4 hours
* Discover how AI works and explore foundational AI concepts, such as machine learning (ML).
* Learn about the rise of generative AI and how to perform tasks with it.
* By the end of this module, you’ll have an understanding of the capabilities and limitations of AI tools and how to integrate generative AI in the workplace

**Week 2**

* **Course 2-** [**Maximize Productivity with AI Tolls**](https://www.coursera.org/learn/project-planning-google?specialization=project-management-certificate) **-**4 hours
* Leverage generative AI tools to speed up work tasks and boost your productivity.
* Examine the important role humans play in the effective use of AI, and understand the types of workplace tasks you can augment with AI.
* By the end of this module, you will be able to determine if AI is right for a given task and how to use AI to accelerate workflows

**Week 3& 4**

* **Course 3-** [**Discover the Art of Prompt Engineering**](https://www.coursera.org/learn/project-execution-google?specialization=project-management-certificate) **-**6 hours
* Write effective prompts to get the output you want.
* Learn how to incorporate prompting techniques, such as few-shot prompting, into your work.
* Understand how generative AI tools produce output and the importance of evaluating output before using it.
* By the end of this module, you will be able to write clear and specific prompts and produce outputs that help accomplish workplace tasks

**Week 5**

* **Course 5-** [**Use AI Responsibly**](https://www.coursera.org/learn/agile-project-management?specialization=project-management-certificate) **-**2 hours
* Use AI responsibly by mitigating unfair biases and inaccuracies.
* Learn how to apply a framework of AI harms to sample workplace scenarios and recognize the security risks of using AI in the workplace.
* By the end of this module, you will gain an understanding of how to use AI responsibly and effectively, and a checklist to help you do it.

**Week 6**

* **Presentation-** [**Present your AI project**](https://www.coursera.org/learn/applying-project-management?specialization=project-management-certificate)**-**2 hours
* One-on-one meetings to set up your presentation then present to the group (5min max) for use as body of work for interviews or workplace