

The School of Lifelong Learning (SoLL)

in cooperation with the

Dr. Andrew L. Tan Data Science Institute (ALTDSI)

cordially invites you to a Certificate course on

ChatGPT in the Workplace

Are you ready to unlock the potential of AI in your professional life? Discover how to use ChatGPT to enhance productivity, creativity, and efficiency while navigating its ethical considerations.

Course Overview:

This 8-hour certificate course introduces participants to the fundamentals of ChatGPT and other large language models (LLMs). It provides insights into how these tools work, how to effectively use ChatGPT to streamline workflows, and how to address limitations and ethical considerations when integrating AI into workplace practices.

Key topics include:

- Understanding Large Language Models (LLMs): Basics of ChatGPT
- Applications of ChatGPT in Various Work Scenarios
- Prompt Engineering Techniques for Enhanced Results
- Ethical Use and Limitations of AI in the Workplace

Expected learning outcomes

By the end of this course, participants will be able to:

- Grasp foundational concepts behind Chat GPT and LLMs
- Effectively utilize ChatGPT to increase workplace productivity
- Design clear and effective prompts for various tasks
- Recognize and mitigate ethical and practical limitations using ChatGPT

Who Should Attend?

This course is ideal for:

- Professionals seeking to integrate AI tools into their workflows
- Beginners interested in learning the practical applications of ChatGPT
- Individuals keen on understanding AI's ethical implications in the workplace

Course Structure:

Participants will engage in a mix of lectures, hands-on activities, and group discussions to explore practical applications of ChatGPT..

Course Content:

1. Introduction to to ChatGPT and AI
 - Overview of LLMs
 - Capabilities and limitations of ChatGPT
2. Prompt Engineering Basics
 - Crafting effective prompts
 - Real-world examples and exercises
3. Using ChatGPT for Productivity
 - Automation of repetitive tasks
 - Content generation for workplace use cases
4. Ethical and Practical Considerations
 - Bias, privacy, and data handling issues
 - Ethical guidelines for AI usage in professional settings

**Course Details:**

- Duration: 8 hours
- Prerequisites: None
- Schedule: **July 5, 2025** (Saturday) 8:00 AM – 12:00 NN and 1:00 PM to 5:00 PM
- Modality: Face-to-face
- Venue: De La Salle University Venice Corporate Center - McKinley Hill Campus

Course Fee:

P8,000.00 (*Deadline of payment is on or before May 30, 2025*)

(Training fee is net of all applicable tax. No withholding tax should be deducted from this investment cost)

Register Now!!!

Don't miss this opportunity to enhance your data science skills. Enroll now and take the first step towards becoming a data-savvy professional!

For more information, contact us at SoLL@dlsu.edu.ph or aileen.legaspi@dlsu.edu.ph.

We look forward to seeing you in the course!