**Chegg** Skills

# Applying AI

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🕐 Part-time (6-10 hours/week)

🌐 100% online

🎗 Certificate of Completion

# Introduction

Congratulations on taking a major step in advancing your career. In this program, you'll learn key AI skills and best practices for using AI tools and knowledge through a beginner-friendly, non-technical AI program.

As a member of the Chegg family, we are always Student First. Backed by one of the largest ed tech companies in the world, we're committed to giving you the skills and learning support you need to grow professionally.

## Here's what you need to know:

- **Program Length:** 2 months
- **Time Commitment:** Part-time (6-10 hours/week)
- **Instructional Type:** Online
- **Class Schedule:** Independent study
- **Credential Awarded:** Certificate of Completion

The minimum expected time commitment for this program is estimated at 6-10 hours/week. Within this self-paced course, some students may progress more quickly than others.

# About the Program

Take your career to the next level with our Applying AI Certificate program. Learn to harness the power of AI to automate tasks, streamline decision-making, spark creativity, and adapt to the demands of an AI-centric workplace. Get hands-on experience with cutting-edge AI tools, such as ChatGPT and GPT-4, as you navigate through real-world projects. You'll explore industry-specific scenarios, ethical issues, and beyond. Students enter from various backgrounds and industries and leave with supercharged skills to apply AI in their personal and professional life.

## This program covers 5 high-level objectives:

**1**    **Leveraging AI tools to enhance productivity and sharpen decision-making**

**2**    **Deepening knowledge of key AI concepts and applications**

**3**    **Navigating ethical and privacy considerations while understanding how biases can affect AI applications**

**4**    **Communicating, collaborating, and using critical thinking skills when integrating AI in professional settings**

**5**    **Developing a growth mindset and adaptable skills to thrive in fast-paced AI driven work environments**

Course 1

# Fundamentals of AI

Unlock the power of artificial intelligence by understanding the key concepts and applying AI to real-life examples.

**How You'll Apply These Skills:**

Begin with an overview of the key concepts in artificial intelligence (AI), like machine learning, deep learning, and natural language processing. You'll learn entry-level applications in everyday life and professional settings across various industries. Finally, you'll begin to delve into ethical and responsible AI usage, touching on data privacy and security to master AI effectively and responsibly.

Course 2

# AI Tools for the Workplace

Utilize AI tools proficiently to automate routine tasks and excel in dynamic work settings.

**How You'll Apply These Skills:**

Gain mastery over AI tools like ChatGPT, GPT-4, Midjourney, and Bard, and learn to customize them according to specific use cases. Through hands-on experience, you'll discover the intricate features and benefits of each AI tool, and how they can be leveraged for automating redundant tasks and enabling effective time and task management.

Course 3

# Ethical AI Use and Bias Mitigation

Promote data privacy and security by identifying and counteracting bias in AI algorithms.

**How You'll Apply These Skills:**

Explore AI ethics in-depth, equipping you with the knowledge and skills to use AI tools responsibly. You'll learn critical aspects of data privacy and security, and practice identifying and addressing biases in AI algorithms.

Course 4

# AI in Industry-specific Use Cases

Learn applications of AI solutions to your respective industry.

**How You'll Apply These Skills:**

Examine real-world AI use cases across diverse sectors like healthcare, retail, hospitality, finance, banking, technology, and more. Through immersive learning and practical exercises, you'll understand how AI can be effectively leveraged in specific industries, preparing you to apply AI solutions in your respective field.

Course 5

# Soft Skills for AI Adoption

Build up soft skills for an AI-driven world.

**How You'll Apply These Skills:**

Begin with an overview of the key concepts in artificial intelligence (AI), like machine learning, deep learning, and natural language processing. You'll learn entry-level applications in everyday life and professional settings across various industries. Finally, you'll begin to delve into ethical and responsible AI usage, touching on data privacy and security to master AI effectively and responsibly.

Course 6

# Preparing for an AI-driven future

Stay agile to continually learn and effectively demonstrate AI skills on the job.

**How You'll Apply These Skills:**

Develop a deep understanding of the dynamic AI landscape and the importance of adaptability and continuous learning. You will enhance your ability to effectively articulate your AI competencies in job scenarios. Finally, you'll be tasked with a practical AI project, enabling you to apply your newfound knowledge to real-world situations and prepare you for current and future roles in the industry.

# Career Services

Career-specific skills are part of your journey. After all, you're here not only to learn new skills, but to grow professionally. That's why we include a host of resources that are aimed at career advancement.

## Your program includes career guidance on:

**1**    **Nailing your interviews**

**2**    **Crafting the perfect resume**

**3**    **Polishing your LinkedIn profile**

**4**    **Salary and negotiations**

**5**    **Building your professional network**

# FAQs

## What support do you offer students during the program?

Unlike Chegg Skills other programs, AI courses are a short-form certificate program that can be expected to be completed in 2 months. Students will get real-time support through our live chat platform for answers to study-related questions, access to office hours, and academic support resources to guide them through the program effectively.

## Do I need a computer to take the course?

Chegg Skills programs require a computer with high-speed internet access and video capability, including a webcam, a microphone, and speakers.  Every student must own or have access to a personal computer with at least:

• 16GB RAM
• At least 2.0 GHz processor
• At least 256 GB HD

Computers must be available prior to the first day of class. Headphones are highly recommended. Macs must have the most current OS version installed, and PCs must be using either Windows 10 (or newer Windows operating systems) or a current version of a Linux operating system.

# Chegg Skills

# Apply for the Applying AI Certificate Program today.

Supercharge your career here.