

AI Foundations: Understanding LLMs



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Course Description

Large Language Models (LLMs) like ChatGPT, Claude, Gemini, NotebookLM, and Perplexity are quickly becoming everyday business tools. This introductory course helps non-technical professionals understand what LLMs are, how they work in plain terms, and where they fit into daily business activities. By the end, participants will have the confidence to recognize the strengths of different AI tools and how they can be applied responsibly in their own workflows.

Learning Tracks

Digital Transformation

AI

Business Intelligence

General

Productivity

Automation



Why This Course Matters

- Free up valuable time, allowing you to focus on more complex, strategic, and creative endeavors.
- Builds confidence with new technology and feel more at ease when interacting with these powerful tools.
- Choose the right tool for the job, maximize your outputs with a clear understanding of LLM's unique capabilities and limitations.

Who Should Attend

Register Now



All staff seeking
AI literacy



Department
managers



Business
analysts



Project managers
& coordinators

COURSE SYLLABUS

Course Overview

Empowers non-technical employees to confidently understand and responsibly apply Large Language Models (LLMs) in their daily business workflows.

What You'll Learn

- 1 What LLMs are and how they generate responses
- 2 Key strengths of major LLM AI tools
- 3 What to expect between free vs. paid versions
- 4 When to use which model for common business needs
- 5 Risks and limitations

Syllabus

1. Introduction to AI and LLMs
2. How LLMs Work
3. Popular Models Today
4. Example Use Cases for Model Selection
5. Everyday Business Applications
6. Risks and Limitations
7. Responsible Use

Register Now



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