

Intro to Artificial Intelligence



DESCRIPTION

This 4-hour course offers a comprehensive introduction to Artificial Intelligence (AI), with a special focus on Generative AI through the practical use of the popular AI program, ChatGPT. Students will learn about how Generative AI is created, while gaining understanding of important terms and metrics. Using ChatGPT as the primary training tool, the course will explore its user interface, including composition of prompt texts, settings, and customization features. Additionally, students will examine the various security and usage concerns when using ChatGPT. By the end of the course, students will be equipped with the skills to use AI effectively in their work. Major areas of focus for the course include: Interpret and analyze data, create reports and process documents, generate articles summaries, and create customized graphics.

Students must sign-up for a ChatGPT (free account) at www.openai.com and be registered with an appropriate email address and password prior to the class beginning on August 19th at 9:30am. The reason for this is because the course content requires students use ChatGPT in this class.

OBJECTIVES

Upon completion of this course, the participant should be able to:

1. Describe how the branch of Artificial Intelligence known as Generative AI is created and used.
2. Describe the basic sections of the ChatGPT screen and how they are used.
3. Customize ChatGPT Settings to produce optimal ChatGPT outputs.
4. Compose various ChatGPT prompt texts to produce optimal ChatGPT outputs.
5. Explore the various ways ChatGPT can be used.
6. Examine various security and proper usage concerns when using ChatGPT.

TARGET AUDIENCE

Administrative Personnel & All Healthcare Providers

FEE \$85

Deadline to register: 8/18/25

Cancellations and Refund Policy: Cancellations must be made prior to each program's cancellation deadline date as listed on its program details page in order to be eligible for a refund. If you paid a registration fee for your in-person or webinar program and cancel via the registration system by the cancellation refund deadline, you are eligible for a full refund (minus any material fee, if applicable) Refunds are typically processed within 10-15 business

INSTRUCTOR: Jim Scarbrough, JHS Consulting, Columbia SC

Jim is a California native and following a 7 year stint in the US Navy, Jim was employed in the Defense Contracting business with General Dynamics. He has spent the past 18 years in the IT field beginning as a computer technician in the Navy. He has held positions as a technical writer, QA support analyst, Level 2 help desk analyst for a pharmaceutical research center and has instructed government finance personnel various Microsoft applications including Word, Excel, PowerPoint, and Access. He has resided in SC since 2000 and currently owns/operates JHS Consulting in Columbia, S.C.

**Tuesday,
August 19, 2025**

9:15am-9:30am Check-In
9:30am-1:45pm Program

LOCATION

Florence Library
Computer Lab Room
509 S. Dargan St.
Florence, SC 29506

CREDIT

AHEC: This program is approved for 0.4CEU's (4.0 clock hours) by Pee Dee AHEC and meets SC AHEC Best Practice standards. Participants must attend 90% of the program and complete an evaluation in order to receive a certificate of attendance. No partial credit will be given.

Register at

<https://www.scahec.net/learn/programs/4213>

or scan QR code below.



For questions contact
kimberlymorris@mcleodhealth.org