PacificCPE

COURSE

60351A

Getting Started with ChatGPT

Curious about ChatGPT but not sure where to begin? This introductory course breaks down what ChatGPT actually is, how it works, and what it can and cannot do. You'll explore the real advantages and limitations of AI-powered tools, then dive into the skill that makes all the difference: writing effective prompts. Whether you're completely new to AI or just looking to build a solid foundation, this course gives you the practical knowledge to start using ChatGPT with confidence in your professional life.

CREDIT HOURS 2 | FIELD OF STUDY BUSINESS | EXAM QUESTIONS 10

Start Course ↓

Final Exam Copy ↓

Assignment

- Study the full course materials included here.
- Complete the review questions after each chapter.
- Answer 10 final exam questions.
- Final exam is scored immediately, 70% or better passes.
- Certificate of completion is available in your account.
- Failed exams can be retaken free of charge.

Course Objectives

- Identify the purpose of ChatGPT.
- Identify the strengths and weaknesses of ChatGPT.
- Identify the benefits and concerns of AI technology
- Recognize how to create good prompts

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INTRODUCTION

Chapter Objective

After completing this chapter, you should be able to:

- Identify the purpose of ChatGPT.

ChatGPT has provided us with a tool to get through mundane tasks. A tool to clean our slate of repetitive, uninteresting and demotivating work that despite this must be done. The stuff that prevents us from doing higher value work or keeps us from our families or the things we work for.

Irrespective of where you are in an organization, you now have a virtual assistant, intern or support person to help you get through these mundane tasks up to 50 percent faster than you were doing them before.

By combining ChatGPT with human input, a study by MIT found that productivity increased by between 35 and 50 percent and the quality improved by up to 25 percent.

The question at this point is: Could you use some help to simplify your life and work, and free up more time in your day?

WHAT WILL YOU USE ALL THIS FREE TIME FOR?

> **"The end of labor is to gain leisure."**
>
> **— Aristotle**
>
> **"Thus, for the first time since his creation man will be faced with his real, his permanent problem—how to use his freedom from pressing economic cares, how to occupy the leisure, which science and compound interest will have won for him, to live wisely and agreeably and well."**
>
> **— John Maynard Keynes**

For centuries, technological advances from the printing press through to the vacuum cleaner were invented to give us more leisure time. Instead, all it did was give us more time for work.

According to Oliver Burkeman, we are destined to be on the planet for about 4000 weeks. I found this sobering, and it bought into focus my mortality, which begged the

further, somewhat less philosophical thought, “I’m running out of time, so I’d better use that time wisely.”

Now is the time to leverage technological advancements, like AI and ChatGPT, to make that promise of increased leisure time a reality. There’s been a lot of buzz around ChatGPT and AI, and while you may have heard a thing or two about it, chances are you’ve picked up this book because you may not understand what it does and how it could be useful to you in taking back some of your valuable time.

This book is about getting beyond the buzz and giving you access to a productivity boon.

Right now, people are already using ChatGPT to generate:

- Difficult emails
- Process flow charts
- Instruction guides
- Presentation outlines
- Job descriptions
- Job applications
- Administrative tasks
- Summaries and analyses of large amounts of information
- Product descriptions
- Content, articles and blogs.

And in case you are wondering, yes, some people are using it to help write books (I’ll get to that later).

ChatGPT and AI represent a significant step forward in the ability of computers to understand and respond to human language. It has the potential to transform the way people interact with technology, providing a more natural and intuitive experience.

But, as with any new technology or time-saving application, there’s always a danger that it could end up creating more work than it saves. Email was supposed to make our lives easier, but it has ended up being a nightmare for a lot of us. I’m reminded of the German word Verschlimmbesserung, which means “an intended improvement that makes things worse.”

If used effectively, ChatGPT has the potential to free up valuable time for other activities, so I think the real question is: What will you do with that time? As technology continues to advance and make tasks easier and more efficient, it is up to us to decide how to use our new-found free time.

Disclaimer: Before going any further, you need to know that these technologies are moving extremely fast, and they are full of errors. Even while writing this book, things were changing, and rumours were rife with what the next versions and new applications would provide. With a technology this explosive, chances are some of the ideas covered in this book could be considered obsolete before it even hits the shelves. Despite this, the fundamentals covered in this book provide core strategies for getting the most out of AI and, more specifically, ChatGPT.

You have no time to lose.

It’s time to join the revolution.

INTRODUCTION: TEST YOUR KNOWLEDGE

The following questions are designed to ensure that you have a complete understanding of the information presented in the chapter (assignment).They are included as an additional tool to enhance your learning experience and do not need to be submitted in order to receive CPE credit.

We recommend that you answer each question and then compare your response to the suggested solutions on the following page(s) before answering the final exam questions related to this chapter (assignment).

1. **Which of the following is an example of something that Chat GPT has provided us with:**

   A. a tool to clean our slate of interesting and motivating work

   B. a tool to clean our slate of repetitive, uninteresting, and demotivating work

   C. a tool to increase the complexity of our daily tasks

   D. a tool to hinder our progress in daily tasks

2. **An MIT study found that by combining ChatGPT with human input, productivity increased by between 35 and 50%.**

   A. true

   B. false

Review Question Responses

1. Which of the following is an example of something that Chat GPT has provided us with:

A. a tool to clean our slate of interesting and motivating work

Incorrect. ChatGPT is a tool to help us get through the boring stuff, not the interesting and motivating work.

B. a tool to clean our slate of repetitive, uninteresting, and demotivating work

CORRECT. ChatGPT is a tool to help us get through mundane tasks and clean our slate of repetitive, uninteresting, and demotivating work.

C. a tool to increase the complexity of our daily tasks

Incorrect. Increasing complexity is contrary to what ChatGPT has been designed to do.

D. a tool to hinder our progress in daily tasks

Incorrect. Hindering progress goes against the stated purpose of ChatGPT.

2. An MIT study found that by combining ChatGPT with human input, productivity increased by between 35 and 50%.

A. true

CORRECT. By combining ChatGPT with human input, the study at MIT found that productivity increased by between 35-50% and the quality of work produced improved by up to 25%.

B. false

Incorrect. MIT did complete a study that concluded that ChatGPT combined with human input increased productivity by 35-50%.