

# Glendale College

## Course Outline of Record Report

Course ID 010784

Created - May 2025

### STV160 : Artificial Intelligence in the Workplace

#### General Information

Author:	<ul style="list-style-type: none"> <li>Christopher Wilson</li> </ul>
Course Code (CB01) :	STV160
Course Title (CB02) :	Artificial Intelligence in the Workplace
Department:	STV
Proposal Start:	Winter 2026
TOP Code (CB03) :	(0702.00) Computer Information Systems*
CIP Code:	(11.0103) Information Technology.
SAM Code (CB09) :	D - Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	05/28/2025
Board of Trustees Approval Date:	07/08/2025
Last Cyclical Review Date:	05/28/2025
Course Description and Course Note:	STV 160 provides an introduction to the fundamental concepts and practical applications of Artificial Intelligence (AI) in both professional and personal settings. Students explore the technology behind AI, how it is used in industries, and how to interact effectively with AI-powered tools to succeed in the new workplace environment. Lecture/Demonstration 16 hours. Note: This course is Pass/No Pass only.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none"> <li>Noncredit</li> </ul>
Mode of Delivery:	<ul style="list-style-type: none"> <li>In-Person</li> <li>Remote</li> <li>Hybrid</li> </ul>
Author:	<ul style="list-style-type: none"> <li>Christopher Wilson</li> </ul>
Course Family:	No value

#### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> <li>Vocational (short-term): Non-Credit</li> </ul>
Alternate Discipline:	No value
Alternate Discipline:	No value

### File Upload

**File Upload**

No Value

### Course Development

**Basic Skill Status (CB08)**

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

**Course Special Class Status (CB13)**

Course is not a special class.

**Pre-Collegiate Level (CB21)**

Not applicable.

**Grading Basis**

- Pass / No-Pass Only

**Course Support Course Status (CB26)**

Course is not a support course

### General Education and C-ID

**General Education Status (CB25)**

Not Applicable

**Transferability**

Not transferable

**Transferability Status**

Not transferable

### Units and Hours

**Summary**

<b>Minimum Credit Units (CB07)</b>	0
<b>Maximum Credit Units (CB06)</b>	0
<b>Total Course In-Class (Contact) Hours</b>	16
<b>Total Course Out-of-Class Hours</b>	0
<b>Total Student Learning Hours</b>	16

**Credit / Non-Credit Options**

**Course Type (CB04)**

Non-Credit

**Noncredit Course Category (CB22)**

Short-Term Vocational.

**Noncredit Special Characteristics**

No Value

**Course Classification Code (CB11)**

Workforce Preparation Enhanced Funding.

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Variable Credit Course

**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	16	0
Laboratory Hours	0	0
Studio Hours	0	0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	16
Laboratory	0
Studio	0
<b>Total</b>	16
<b>Course Out-of-Class Hours</b>	
Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	0

**Time Commitment Notes for Students**

No value

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation**

**Advisory**

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

**Objectives**

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

**AND**

**Advisory**

STV70 - Introduction to Computers

**Objectives**

- Describe basic functions of computer hardware.
- Describe the basic components of a computer.
- Define software components including operating systems.
- Use proper computer terminology.
- List major computer peripherals and their functions.

### Entry Standards

Entry Standards	Description
No value	No value

### Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

### Requisite Validation

**Upload Statistical Validation and/or other documents (if necessary)**

No Value

### Specifications

**Methods of Instruction**

Methods of Instruction	Demonstrations
------------------------	----------------

Methods of Instruction	Discussion
------------------------	------------

Methods of Instruction	Lecture
------------------------	---------

**Out of Class Assignments**

N/A

Methods of Evaluation	Rationale
Exam/Quiz/Test	Check for understanding with multiple choice and scenario based quiz after each module
Activity (answering journal prompt, group activity)	Hands on use of AI tools to produce usable results for prompts

Textbook Rationale
No Value

Textbooks				
Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials (i.e. OER, handouts)	
<b>Description</b>	Materials developed by the instructor, including presentations, handouts, and other resources. Content to be drawn from current artificial intelligence topics.
<b>Author</b>	Various
<b>Citation</b>	No value
<b>Online Resource(s)</b>	No value

Learning Outcomes	
<b>Course Objectives</b>	
Understand and define AI concepts, including large language models, generative AI, pre-training, and prompt engineering.	
Apply prompt engineering techniques to improve AI-generated responses.	
Use AI-powered tools such as document transformation, data extraction, and analysis to increase workplace productivity.	
<b>SLOs</b>	
Implement prompt engineering and best practices in a general office setting.	Expected Outcome Performance: 0.75
Integrate appropriate AI tools for different tasks: image generation, document revision, and document analysis.	Expected Outcome Performance: 0.75
Describe and analyze advantages and disadvantages of different AI products.	Expected Outcome Performance: 0.75

## Additional SLO Information

**Does this proposal include revisions that might improve student attainment of course learning outcomes?**

No

**Is this proposal submitted in response to learning outcomes assessment data?**

No

**If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.**

No Value

**SLO Evidence**

No Value

## Course Content

### Lecture Content

#### **AI Fundamentals & Everyday Applications (4 hours)**

- Introduction to AI
- How AI is Trained
- AI in Everyday Life & Work
- Currently available AI and LLMs for personal and professional use

#### **AI Skills & Applications in Work & Personal Life (4 hours)**

- Prompt Engineering Fundamentals and use in practical applications
- AI for Textual Content Creation & Communication for work
- AI and multimedia creation (audio, voice, images and video)

#### **Intermediate AI Applications in Work & Personal Life (4 hours)**

- Using AI in Producing and Evaluating Resumes, AI for Career Growth & Job Search
- Using AI for Document Analysis and Transformation in the workplace
- Extracting and Collating Data with AI for the workplace

#### **Ethical AI, Future Trends (4 hours)**

- AI Agents: AI for Automation & Efficiency in Work
- Ethics & Responsible AI Use
- Current Developments in AI
- The Future of AI in Work

**Total Hours: 16**

**Additional Information****Repeatability**

Repeatable

**Justification (if repeatable was chosen above)**

Non-credit courses

**Is it possible this course will have a material fee?**

No

**I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):**

No

**What term(s) will this course be offered?**

Fall/Winter/Spring/Summer

**Will any additional resources be needed for this course? (Click all that apply)**

- No

**If additional resources are needed, add a brief description and cost in the box provided.**

No Value