KENTUCKY STATE UNIVERSITY

School of Business • College of Business, Engineering and Technology

CADEET

AI and Digital Tools Literacy

Noncredit Microcredential Training



FREE PILOT • LIMITED TO 10 PARTICIPANTS

October 19–December 4, 2026

Build practical skills in using AI and digital tools to complete tasks, communicate clearly, analyze data, and support informed decisions.

Kentucky State University's School of Business, within the College of Business, Engineering and Technology (CBET), is launching a microcredential training series through the Center for Advancing Digital Enablement, Entrepreneurship, and Transformation (CADEET).

Designed for students, faculty, staff, working professionals, and entrepreneurs—including beginners with little or no prior AI experience.

15 instructional hours • Five instructor-led sessions • Three hours per session

Earn a digital badge by successfully completing the program and meeting its assessment requirements.

WHAT YOU WILL LEARN

1	**Task Framing and Safe Prompting**	Define tasks clearly and write effective AI prompts while protecting sensitive information and checking outputs for accuracy.
2	**Evidence and Accessible Communication**	Verify supporting evidence and communicate findings clearly in formats that diverse audiences can understand and use.
3	**Data Cleaning, Analysis, and Visualization**	Correct data errors, analyze patterns, and create charts that communicate useful insights.
4	**Workflow and Decision Support**	Organize tasks into practical workflows and use AI and digital tools to compare options and support informed decisions.
5	**Integrated Solution and Responsible Review**	Develop a practical solution and review its accuracy, privacy, fairness, accessibility, and suitability for use.

RESERVE YOUR PLACE

Free of charge for the pilot cohort of 10 participants.
First-come, first-served. Fees will apply to future offerings.

To register, email **james.obielodan@kysu.edu** with your name and interest in the AI and Digital Tools Literacy program.

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