

## Prompt Design in AI tools

<b>Course Duration</b>	16 Hours	<b>Course Fee</b>	<b>Subsidy &amp; Nett Fees</b>	<b>Mode of Training</b>
<b>Certification</b>	Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore			
<b>Entry Requirement</b>	<ul style="list-style-type: none"> <li>• Able to operate using computer functions</li> <li>• Speak, listen and read English at a proficiency level not lower than the WPL Level 3</li> <li>• Education level: Secondary Education</li> </ul>			
<b>Course Objective</b>	<p>Prompt Design in AI tools, is a beginner course designed to equip learners with the skills to craft effective prompts that guide AI models in generating accurate, relevant, and purposeful outputs. As generative AI tools such as ChatGPT, DALL-E, NotebookLM, Gemini, Claude become essential in industries ranging from marketing and ICT to education and customer experience, the ability to communicate with these tools through well-designed prompts is becoming a core professional skill.</p> <p>By the end of the course, learners will have the competence to design, adapt, evaluate, and refine AI prompts that meet organisational objectives, reduce trial-and-error, and enhance productivity. This course prepares participants to leverage AI as a reliable co-creator and problem-solving tool in their professional workflows. This course is for beginner.</p>			
<b>Learning Outcomes</b>	<p>By the end of this course, learners will be able to:</p> <p>Through a combination of conceptual learning, hands-on practice, and real-world scenarios (HR, Competitor Analysis, Domain Experts, Excel formulas), learner will:</p> <ul style="list-style-type: none"> <li>- Understand the principles and structures behind effective prompts.</li> <li>- Apply prompt design techniques across different AI modes (text, image, etc.) and domain-specific use cases.</li> <li>- Evaluate AI outputs for quality, relevance, and compliance with ethical and PDPA guidelines.</li> <li>- Troubleshoot and refine prompts to improve output performance and efficiency.</li> </ul>			
<b>Topics Covered</b>	<p>T1 – What is Prompt Design?            T1.1 – Definition and Purpose of a Prompt            T1.2 – Types of Prompts            T1.3 – Use of Prompts in Business            T1.4 – Compare AI Tools and its uses            T2 – Key elements of a Prompt            T3 – Key Prompt Design Techniques            T4 – Core Principles of Good Prompt Design</p>			

Effective From: 8/9/2025

- T5 – Techniques in Prompt Construction
- T6 – Best practices in designing effective prompts
- T7 – Impact of prompts on different modes of AI output (text, image, code)
- T8 – Key Differences in Prompt Design for different business domains
- T9 – Common prompt misuses
- T10 – Common prompt related risks
- T11 – Understand data privacy regulations (PDPA)
- T12 – Anonymisation in Prompts
- T13 – What to Anonymise
- T14 – Understanding AI Guardrails
- T15 – Safe Prompting
- T16 – Common issues in AI Outputs
- T17 – Prompt-Output Diagnostic Framework
- T18 – Prompt vs Model Limitations

**Assessment:**

- Practical Exam
- Written Exam

**Subsidy**

Prompt Design in AI Tools TGS-2025059055			
Category of Individuals			
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged 40 years old and above	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$700.00	\$700.00	\$700.00
SkillsFuture Funding	\$350.00	\$490.00	\$490.00
Total Nett Fee	\$350.00	\$210.00	\$210.00
GST (9% x \$700)	\$63.00	\$63.00	\$63.00
<b>Total Fee Payable to Genetic Computer School</b>	<b>\$413.00</b>	<b>\$273.00</b>	<b>\$273.00</b>

Eligible for Claim Period: 07 Sep 2025 - 06 Sep 2027

**Please refer to the below link for the Refund Table for SkillsFuture Courses:**

<https://www.genetic.edu.sg/refund-for-skillsfuture-courses/>

**Participant need to pass the test to get subsidy**

**SSG Advice:**

Student must achieve 75% course attendance, and also pass the assessment to be eligible for SSG Funding.

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

PSEA Funding is available for student aged 18-30 years old (Please Call PSEA Hotline 62600777 to check your balance).

We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:

- Using only own PSEA: <http://go.gov.sg/psea-withdrawal-tp>
- Using Sibling's PSEA: <http://go.gov.sg/psea-withdrawal-tps>

**Reminder to all learners:-**

Bring your own smartphone, Bring a sweater as it might be cold, Bring stationeries – highlighter, pens, thumbdrive, Remember your own Gmail Account