

A - New Course Proposal : Entry # 3698**DEAN Decision**

Approved

Date

09/18/2026

Is this course intracollegiate or intercollegiate?

Intracollegiate

SCHOOL EPC Decision

Approved

Date

10/14/2026

SCHOOL EPC Comments

Some questions were raised about the meaning of "professional quality rubric" since students from a variety of majors would be involved (e.g. How to implement? Is it the same for all students?). The proposer provided additional feedback, with emphasis being on the quality of work, rather than department/domain-specific criteria. We approve and request no changes.

Begin Form**Today's Date**

09/16/2026

Your Name:

Michael Oudshoorn

Your Email:moudshoo@highpoint.edu**Are you a Department Chair?**

Yes

By checking below, I certify that my department chair has seen and approved the new course that I am proposing.

Yes

Please select the appropriate school overseeing this proposal:

Engineering

When should this proposal take effect?

Spring 2028

A - New Course Proposal : Entry # 3698**Information for the Registrar****Choose the department designator from the list below.**

AAI

Proposed Course Number?

1200

Is this course cross listed?

No

Does this course replace a current course?

No

What is the title of the new course?

AI Tools and Prompt Engineering

Write the catalog description of your proposed course:

This course develops hands-on fluency with contemporary AI tools (such as Microsoft Copilot) and locally hosted open-weight models running on the campus GPU server. Students learn structured prompt-engineering frameworks and techniques — including conditional, branching prompt logic — to reliably produce high-quality text, research, and creative outputs. The course emphasizes iterative refinement, source verification, and responsible, plagiarism-aware use of generative AI across disciplines. All work is accomplished through tool interfaces and structured prompting; no programming is involved.

How many credit hours will this course be?

4

How will the course be graded?

Letter grade

Please select the course repeat option for this course:

Not repeatable for credit

What is the offering cycle for this course?

Spring semester

Does your course have any prerequisites?

Yes

Please list all prerequisites this course requires:

AAI-1000 AI Fundamentals

Is this new course being proposed because of a new or revised major or minor proposal?

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Minor in Applied Artificial Intelligence

Gen Ed and Academic Programs**Is this course part of Gen Ed?**

- No

Does this course count towards a major or a minor?

Yes

Please list the Major / Minor and if it is Required or Elective

Minor in Applied Artificial Intelligence - Required

Is this course part of an academic program?

- This course does not fulfill academic program requirements

Does this course include any community engagement?

No

Does this course participate in the GoGlobal Program?

No

Information for Curriculum Review**Rationale and evidence for new course's consistency with departmental mission:**

AAI-1200: AI Tools and Prompt Engineering is highly consistent with the mission of the Department of Computer Science and the Webb School of Engineering because it develops practical technological fluency, computational thinking, critical evaluation skills, and responsible use of emerging technologies. Building on the conceptual foundation established in AAI-1000, the course enables students from all majors to use contemporary AI systems effectively and responsibly through structured prompting, workflow design, source verification, and human oversight. The course aligns with the department's commitment to preparing students to apply computing technologies to solve real-world problems while understanding the opportunities and limitations of those technologies.

The need for AAI-1200 was identified through the rapid adoption of generative AI tools across higher education, business, healthcare, communications, and numerous other professional fields. Employers increasingly expect graduates not only to understand AI technologies but also to use them productively, evaluate their outputs critically, verify information, and integrate AI appropriately into professional workflows. While many students have access to AI tools, few receive formal instruction on effective prompt design, tool selection, output verification, ethical use, and model comparison. AAI-1200 addresses this gap by providing structured, discipline-independent training in the practical application of AI technologies without requiring programming experience. The course supports the Applied AI Minor's goal of enabling students to redesign academic and professional workflows while maintaining meaningful human oversight and accountability.

The course design was informed by extensive review of contemporary AI educational resources, prompt engineering frameworks, and emerging best practices for human-AI collaboration. Course materials draw upon recognized resources such as the Government Technology Agency of Singapore's Prompt Engineering Playbook, contemporary prompt engineering literature, Microsoft Copilot learning resources, and current research on AI-assisted knowledge work. The curriculum incorporates widely

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adopted prompting frameworks, iterative refinement techniques, source verification practices, model comparison methodologies, and responsible use principles that reflect current industry expectations and evolving workforce needs.

In addition, the course leverages institutional investments in Microsoft Copilot and the university's GPU-based AI infrastructure, providing students with practical experience using both commercial and locally hosted AI systems. By teaching students how to construct effective prompts, evaluate AI-generated information, compare multiple models, and document AI-assisted workflows, AAI-1200 develops competencies that are increasingly relevant across all academic disciplines and career pathways. As a result, the course serves an important role in preparing graduates to be informed, productive, and responsible users of artificial intelligence in both their academic work and future professions.

List all student learning outcomes for this course.

Students completing AAI-1200 will be able to:

1. Apply the CO-STAR (or equivalent) framework to construct a prompt that reliably produces a specified output format
2. Use at least three advanced prompting techniques — chain-of-thought, few-shot, and persona/role prompting — matched appropriately to task type
3. Design a branching (if-then-else) prompt or tool-selection workflow for a multi-step task
4. Operate and compare outputs from at least two distinct model backends — for example, Copilot and a campus-GPU-server-hosted model — for the same task
5. Verify and correct factual claims in AI-assisted research and writing output, with citations
6. Produce a discipline-specific AI-assisted deliverable that meets a professional-quality rubric

List any units or content areas that will be required for all sections of this course.

N/A

List any assignments, tests, or other assessments that will be required for all sections of this course.

N/A

List any readings or other materials that will be required for all sections of this course.

N/A

List any course policies that will be required for all sections of this course.

N/A

If you would like to specify how requirements for contact hours must be met for all sections of this course, please indicate below. (e.g., if any experiential learning activities will replace seat time)

Typical 200 minutes/week course structure.

Sample Syllabus

- [AAI1200-Syllabus.pdf](#)

Additional Documents

- [AAI1200-details.pdf](#)