

**THE COLLEGE OF THE FLORIDA KEYS
CWE - TR04
COMMUNITY EDUCATION - COURSE PROPOSAL
COURSE FEE CALCULATION WORKSHEET**

COURSE NUMBER: CWE 0193 **COURSE NAME:** Introduction to AI in the Workplace
LOCATION: KW/Hybrid **CCICS NUMBER:** 1.27.03

DESCRIPTION:

Designed specifically for business owners, office staff, administrative professionals, HR, operations teams, and entrepreneurs, this beginner-friendly course introduces the transformative power of Artificial Intelligence (AI) and Large Language Models (LLMs). Participants will gain a clear understanding of what AI and LLMs are, and how they can be leveraged to streamline daily business tasks. Through practical, hands-on training, you'll learn to use ChatGPT to write, summarize, organize, and generate ideas, enhancing productivity and decision-making. Additionally, the course emphasizes responsible AI use, covering essential privacy and ethical considerations to ensure your AI applications are both effective and trustworthy.

Anticipated Number of Students: 5.00 Maximum Class Size: _____
 Planned Hours of Instruction: 2.00 Minimum Class Size: 3

Contact Hours 2.00

CLASS MEETING & REGISTRATION

Beginning Date: 9/10/2025 Ending Date: 9/10/2025
 Location/Room #: TBD Last Refund Date: _____
 Weekdays: W Class Hours: 1700-1900

INSTRUCTIONAL COST

Name	Instructor ID No.	Salary	Benefits	Totals
TBD		100.00	7.65	107.65
Sub-Total				107.65

Other Costs⁽¹⁾

(Descriptions)	Amount per Student	
		-
		-
		-
		-
		-
		-
		-
		-
Sub-Total		-

(1) If these costs are itemized on another planning form, the per student total can be entered on the first line under Amount per Student

Market Adjustment Explanation: _____

 To even per student fee. _____

Total Direct	107.65
Indirect Cost	53.83
Market Adjustment	5.20
Profit Margin	33.34
TOTAL	200.01
Per Student	40.00
Hourly Rate per Student	10.00

Melissa Hertzog Digitally signed by Melissa Hertzog
Date: 2025.06.03 11:28:37 -0400

 Signature Director

Jack Seubert Digitally signed by Jack Seubert
Date: 2025.06.03 09:53:04 -0400

 Signature Supervisor

NOTE: This form should be filed with your department's course planning records.