

Course Outline & Learning Options

AI 102 - Practical AI for Everyday Tasks

Practical Applications for Everyday Life, Learning, and Work

Course Information

Course Title	Practical AI for Everyday Tasks
Course Number	AI 102
Learning Series	100 Series – Artificial Intelligence
Prerequisites	None
Duration	Approximately 1 hour (plus 5–10 minutes for questions)
Delivery Format	Self-Directed Learning Package Live Online Workshop On-Site Group Training One-on-One Coaching
Languages	English, French, Bilingual
Pricing	Refer to the current MCT AI Learning Options & Pricing Guide or contact MCT Office Services for a customized quote.
Author	Camylle Tremblay

Course Description

This practical workshop builds on basic AI concepts by showing participants how to apply AI to common everyday tasks. Through demonstrations, guided activities, and real-world examples, participants will learn how to use AI to improve communication, planning, organization, research, and decision-making while continuing to use AI safely and responsibly.

Learning Outcome: Participants will develop practical skills for using AI to complete everyday tasks more efficiently, communicate more effectively, make informed decisions, and use AI responsibly in everyday life, learning, and work.

This document provides an overview of the course content, learning objectives, delivery options, and available resources. Customize each section to fit the course topic, audience, schedule, and learning goals.

Learning Objectives

By the end of this course, participants will be able to:

- Use AI to complete common everyday tasks.
- Write more effective prompts.
- Improve AI responses through follow-up questions.
- Use AI to draft and improve written communication.
- Plan and organize personal and work-related activities.
- Use AI to simplify research and decision-making.
- Recognize when AI-generated information should be verified.

Target Audience

This course is designed for:

- Administrative professionals
- Beginners
- Community groups
- Lifelong learners
- Seniors
- Small business owners
- Students

Customization Options

- Duration may be adjusted to meet your schedule.
- Content may be customized for your audience.
- Additional demonstrations and hands-on activities may be included.
- Industry-specific examples can be incorporated.
- English, French, or bilingual delivery available.
- Printed participant guides and reference materials available.
- Follow-up coaching and additional workshops available.

Learning Activities

- Knowledge checks
- Guided exercises
- Real-world scenarios

Module Breakdown

Module 1 – Creating Better AI Prompts

Time allocation: Flexible self-study or instructor-led timing

Key Topics:

- Review of prompt-writing basics
- Giving AI clear instructions
- Adding context
- Specifying tone and audience
- Asking follow-up questions

Module 2 – Writing and Communication

Time allocation: Flexible self-study or instructor-led timing

Key Topics:

- Emails
- Letters
- Social media posts
- Meeting agendas
- Summaries
- Thank-you notes
- Invitations

Live Demonstration

- Rewrite an email
- Change the tone
- Shorten a document
- Create a professional letter

Module 3 – Planning, Organization, and Everyday Productivity

Time allocation: Flexible self-study or instructor-led timing

Key Topics:

- Meal planning
- Grocery lists
- Travel itineraries
- Daily schedules
- To-do lists
- Event planning
- Budget ideas
- Packing lists

Live Demonstration

- Plan a week's meals
- Create a travel itinerary
- Build a daily schedule

Module 4 – Research and Everyday Decisions

Time allocation: Flexible self-study or instructor-led timing

Key Topics:

- Compare products
- Understand medical information
- Explain government forms
- Learn a new hobby
- Compare service providers

Discussion

- When to verify information
- Trusted sources
- Critical thinking

Module 5 – Questions and Practical Demonstrations

Time allocation: Flexible self-study or instructor-led timing

Key Topics:

- Participants select real-life tasks and apply AI to solve them.

Examples

- Write an email.
- Organize a project.
- Explain a document.
- Compare options.
- Plan a vacation.

Digital Resources Included

Participants receive the following digital learning resources to support learning during and after the course:

- Exercise Booklet.
- AI Quick Reference Guide – A simple summary of key concepts and practical tips.
- AI Glossary of Terms – Plain-language definitions of common AI words and phrases.
- AI Verification Guide – Helps determine when AI-generated information should be verified using trusted sources.
- AI Prompts Reference Guide – Provides guidelines on writing effective prompts.
- Additional Learning Resources – Optional follow-up materials for continued practice and exploration.
- Certificate of Participation – Available upon request.

Note:

Optional printed participant materials, including printed participant guides and laminated reference resources, are available at an additional cost. Please refer to the current MCT AI Learning Options & Pricing Guide for details.

Upon Completion

Upon completion of this course, participants will have a foundational understanding of Artificial Intelligence and the confidence to use AI tools safely, effectively, and responsibly in everyday life, learning, and work.

Responsible use reminder:

Participants should protect personal information, verify important facts, use professional judgment, and remember that AI-generated responses may contain errors or incomplete information.



**Helping you work more efficiently, stay organized,
and use technology with confidence.**

About MCT Office Services

MCT Office Services provides friendly, patient, and practical support for individuals, seniors, community groups, and small businesses that need help with technology, paperwork, organization, and digital learning.

- Technology support and troubleshooting
- Forms, paperwork, and online applications
- Document creation, formatting, and organization.
- Guidance with digital tools, including beginner-friendly AI support.
- Administrative and organizational support
- One-on-one coaching and small-group workshops

No memberships. No contracts. Just practical help when you need it.

Camylle Tremblay
MCT Office Services
Orléans, Ontario

Questions?

Contact MCT Office Services for a free
consultation.

Email:

admin@mctofficeservices.com

Phone: (343) 887-6701

Web: www.mctofficeservices.ca

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