

Course Outline & Learning Options

AI 101 – Getting Started with Artificial Intelligence

Practical Applications for Everyday Life, Learning, and Work

Course Information

Course Title	Getting Started With AI
Course Number	AI 101
Learning Series	100 Series – Artificial Intelligence
Prerequisites	None
Duration	Self-Study: 1.5–2 hours Instructor-Led Workshop: 2.5–3 hours
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.
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Course Description

Artificial Intelligence (AI) is becoming an increasingly important part of everyday life, education, and the workplace. This guide provides a practical, beginner-friendly introduction to AI and its many applications. Participants will learn what AI is, how it works, the different types of AI commonly used today, and how to communicate effectively with AI tools. Through real-world examples, practical exercises, and hands-on activities, learners will develop the knowledge and confidence needed to use AI safely, effectively, and responsibly. No technical background or prior experience with AI is required.

Learning Outcome: Participants will gain a foundational understanding of Artificial Intelligence and the confidence to use AI tools safely, effectively, and 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:

- Define Artificial Intelligence (AI) and explain how it works.
- Identify common types of AI and their everyday applications.
- Describe how AI understands and processes human language.
- Create effective prompts to improve AI responses.
- Use AI to support writing, communication, learning, research, planning, and problem-solving.
- Recognize the benefits and limitations of AI technologies.
- Apply basic privacy, security, and safety practices when using AI tools.
- Evaluate AI-generated information and verify important facts.
- Identify practical ways AI can improve productivity and save time.
- Use AI confidently as a support tool in personal, educational, and professional settings.

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

- Guided exercises
- Hands-on activities
- Instructor demonstrations
- Knowledge checks
- Real-world scenarios
- Self-assessment

Module Breakdown

Module 1 – Understanding AI

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

Key Topics:

- What is Artificial Intelligence (AI)?
- What AI can do
- What AI cannot do well
- How AI works
- Think of AI like learning a skill

Module 2 – Types of AI

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

Key Topics:

- Generative AI
- Conversational AI
- Recommendation AI
- Recognition AI
- Predictive AI
- Autonomous AI
- The AI tools people use most often in everyday life.

Reference Sections:

- Relevant Shortcuts Reference Guide
- Glossary of Terms

Module 3 – Communicating With AI

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

Key Topics:

- How AI understands language
- Natural Language Processing (NLP)
- How AI identifies important words
- Why better questions produce better answers
- Useful AI shortcuts and techniques

Examples:

- Ask AI to rewrite text in a friendlier tone.
- Ask AI to summarize a long explanation.
- Ask AI to create a checklist or step-by-step plan.
- Ask AI to explain a topic at a beginner level.
- Ask AI to compare options and identify what to verify.

Module 4 – Practical Uses of AI

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

Key Topics:

- Writing and communication
- Learning and education
- Business and office work
- Data and spreadsheets
- Research and information gathering
- Creativity and content creation
- Technology support and troubleshooting
- Images and design
- Everyday life applications
- Voice and accessibility

Module 5 – Limits and Safety

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

Key Topics:

- Understanding AI's limitations
- AI can make mistakes
- AI does not think or feel like a human
- AI depends on its training data
- Privacy and security

Module 6 – The Future of AI

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

Key Topics:

- Why AI is important
- Productivity and efficiency
- Accessibility and inclusion
- Decision support
- Why AI is here to stay
- AI in business, education, and government
- Future trends and opportunities

Module 7 – Prompt Practice and Everyday AI Workflows

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

Key Topics:

- Turning everyday tasks into effective AI prompts
- Using role, task, context, and format to guide AI responses
- Creating reusable prompt templates for common needs
- Refining AI responses through follow-up questions
- Building simple workflows for writing, planning, learning, and organizing information

Module 8 – Evaluating AI Responses and Verifying Information

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

Key Topics:

- Recognizing when AI-generated information may be incomplete or inaccurate
- Checking facts against trusted sources
- Identifying bias, outdated information, and missing context
- Knowing when to ask a person, professional, or official source for confirmation
- Creating a simple verification checklist before using AI-generated content

Module 9 – Building Confidence with AI for Personal Productivity

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

Key Topics:

- Choosing practical AI use cases that match personal, learning, or workplace goals
- Using AI to organize tasks, draft messages, plan projects, and simplify information
- Supporting accessibility needs through plain-language explanations, summaries, and step-by-step guidance
- Developing safe habits for regular AI use
- Creating a personal action plan for continued AI learning and practice

Module 10 – Environmental and Human Risks We Must Stay Ahead Of

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

Key Topics:

- Understanding that AI has a physical footprint through data centres, electricity use, cooling systems, water use, land use, devices, chips, and e-waste.
- Recognizing that everyday AI use, including text, image, and video generation, can contribute to growing energy and resource demand.
- Identifying human risks such as misinformation, deepfakes, bias, privacy loss, overreliance, job disruption, and unequal access to benefits.
- Discussing how environmental and human impacts may fall unevenly on communities that host data centres, supply critical minerals, manage e-waste, or have fewer digital resources.
- Using AI responsibly by choosing the right tool for the task, avoiding unnecessary generation, checking important information, and protecting sensitive data.
- Building a personal “stay ahead” checklist for safe, thoughtful, fair, and sustainable AI use.

Digital Resources Included

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

- Digital Participant Guide
- 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 you determine when AI-generated information should be verified using trusted sources.
- AI Prompt Reference Guide – Practical guidance for writing effective AI 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 guide, 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 AI Use

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.



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and use technology with confidence.**

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- 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.

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Questions?

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consultation.

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