

Course Outline & Learning Options

AI 103 – AI for Work and Productivity

Practical AI Applications for Business, Administration, and Everyday Productivity

Course Information

Course Title	AI for Work and Productivity
Course Number	AI 103
Learning Series	100 Series – Artificial Intelligence
Prerequisites	None
Duration	Approximately 1 hour (plus 5–10 minutes for questions)
Delivery Format	• Self-Directed Learning • Live Online Workshop • On-Site Group Training • One-on-One Coaching
Languages	English, French, or bilingual delivery
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 can help individuals complete everyday work tasks more efficiently. This practical workshop demonstrates how AI can support writing, planning, organizing, research, brainstorming, and document creation while emphasizing responsible use, critical thinking, and information verification.

Through demonstrations, practical examples, and guided activities, participants will learn how to integrate AI into their daily work to save time, improve quality, and increase productivity.

Learning Outcome:

Participants will develop practical skills for using AI to improve productivity, organize information, communicate clearly, create professional documents, and support better decision-making in the workplace and everyday life.

This outline summarizes the course content, learning objectives, delivery formats, participant resources, and completion outcomes for AI 103 – AI for Work and Productivity.

Learning Objectives

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

- Use AI to improve productivity at work and home.
- Create professional documents more efficiently.
- Use AI to summarize and organize information.
- Generate ideas and solve everyday problems.
- Plan projects and manage tasks using AI.
- Recognize when AI-generated information should be verified.
- Apply AI responsibly while maintaining professional judgment.

Target Audience

This course is designed for:

- Individuals, beginners, lifelong learners, and students
- Administrative professionals, workplace teams, and office staff
- Small business owners and entrepreneurs
- Seniors and community groups
- Anyone interested in using AI safely and practically for everyday productivity

Customization Options

- Duration may be adjusted.
- Content may be customized to reflect the audience, workplace, or learning goals.
- Additional demonstrations may be added.
- Industry-specific examples may be included.
- English, French, or bilingual delivery is available.
- Printed participant guides and reference materials are available.
- Follow-up coaching and additional workshops are available.

Learning Activities

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

Module Breakdown

Module 1 – AI as Your Productivity Assistant

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

Key Topics:

- Using AI as a workplace assistant
- Saving time on repetitive tasks
- Choosing the right AI tool
- When AI is helpful—and when it isn't

Module 2 – Writing and Editing Documents

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

Key Topics:

- Emails
- Letters
- Reports
- Policies and procedures
- Meeting agendas
- Meeting minutes
- Professional proofreading
- Improving tone and readability

Live Demonstration:

- Draft a professional email
- Rewrite a document
- Improve clarity
- Summarize a report

Module 3 – Planning, Organization, and Time Management

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

Key Topics:

- Project planning
- To-do lists
- Action plans
- Meeting preparation
- Scheduling
- Prioritizing tasks
- Event planning

Live Demonstration:

- Create a project plan
- Develop a weekly work schedule
- Build an action checklist

Module 4 – Research, Analysis, and Decision Support

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

Key Topics:

- Summarizing information
- Comparing options
- Research assistance
- Brainstorming ideas
- Identifying advantages and disadvantages
- Creating comparison tables

Discussion:

- Verifying information
- Trusted sources
- Critical thinking

Module 5 – Practical Productivity Demonstrations

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

Participants choose workplace or personal productivity tasks.

- Write a report
- Draft meeting minutes
- Prepare a presentation outline
- Brainstorm ideas
- Organize a project
- Create a checklist
- Summarize a document

Digital Resources Included

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

- AI Productivity Quick Reference Guide
- AI Prompt Guide for Work
- AI Verification Guide
- Exercise Booklet
- Additional Learning Resources
- Certificate of Participation (available upon request)

Optional Printed Materials

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 gained practical experience using AI to write, plan, organize, summarize, and support everyday decision-making. Participants will leave with useful reference materials, sample prompts, and greater confidence using Artificial Intelligence safely, effectively, and responsibly in everyday life, learning, work, or business.

Responsible Use

Participants are encouraged to protect personal information, verify important facts using trusted sources, apply critical thinking and professional judgment, and remember that AI-generated content may be inaccurate, incomplete, or biased. Users remain responsible for reviewing and validating AI-generated information before relying on it for important decisions.



**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.

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Questions?

Contact MCT Office Services for a free consultation.

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