

Course Outline & Learning Options

AI 100 – AI for Everyday Life

A practical, beginner-friendly introduction to Artificial Intelligence

Course Information

Course Title	AI for Everyday Life
Course Number	AI 100
Learning Series	MCT AI Learning Series
Prerequisites	No previous experience required
Duration	Approximately 1 hour, excluding 5–10 minutes for questions and discussion
Delivery Format	Live Online Workshop Self-Directed Learning Package One-on-One Coaching
Languages	English, French, or Bilingual
Pricing	Live Online: Refer to the current MCT AI Learning Options & Pricing Guide. Self-Directed Learning: Refer to the current pricing guide. One-on-One Coaching: Refer to the current pricing guide.
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Course Description

Artificial Intelligence (AI) is already part of everyday life, from search engines and voice assistants to writing tools, accessibility features, and workplace productivity apps. This beginner-friendly course explains AI in clear, practical terms and shows participants how it can support everyday tasks, learning, communication, and work. Participants will explore familiar examples, learn how to ask better questions, understand basic safety considerations, and discover simple ways to use AI with confidence. No technical background or prior experience is required.

Learning Outcome: Participants will leave with a clearer understanding of what AI is, where they may encounter it, and how to begin using AI tools safely and practically in everyday situations.

This document provides an overview of the course content, learning objectives, delivery options, and available resources. It is intended to help participants, organizations, and instructors understand the course and customize the learning experience to meet specific needs.

Learning Objectives

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

- Explain what Artificial Intelligence (AI) is using clear, everyday language.
- Identify common examples of AI in daily life, learning, and work.
- Describe practical ways AI can support communication, organization, research, and productivity.
- Recognize basic AI limitations, including accuracy, privacy, security, and responsible use considerations.
- **Use** simple strategies to begin exploring AI tools safely, confidently, and effectively.

Target Audience

This course is designed for:

- Administrative professionals
- Community groups
- Individuals new to AI
- Seniors
- Small business owners

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.

Module Breakdown

Module 1 – Understanding AI

Time allocation: 10 minutes

Key Topics:

- What Artificial Intelligence is
- What AI can do
- What AI cannot do well
- How AI works at a basic level

Module 2 – Communicating with AI

Time allocation: 10 minutes

Key Topics:

- Asking better questions
- Why better questions produce better answers.
- Practical prompt examples

Live demonstration:

- Ask AI a practical question
- Compare a simple prompt to a detailed prompt

Module 3 – AI in Everyday Life

Time allocation: 25 minutes

Key Topics:

- Writing and communication
- Learning and education
- Research and information gathering.
- Everyday life applications
- Voice tools and accessibility features

Examples:

- Drafting emails
- Planning trips
- Creating meal plans
- Learning new skills
- Summarizing information

Module 4 – Limits and Safety

Time allocation: 5 minutes

Key Topics:

- AI can make mistakes.
- Verifying AI-generated information
- Privacy and security considerations
- Using AI responsibly

Module 5 – The Future of AI

Time allocation: 5 minutes

Key Topics:

- Why AI is here to stay.
- Productivity and efficiency
- Accessibility and inclusion
- Opportunities for learning and work

Module 6 – Questions and Discussion

Time allocation: 5–10 minutes

Key Topics:

- Open question period

Digital Resources Included

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

- Digital Participant Guide (where applicable)
- 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.
- 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 successful completion of this course, participants will have a practical understanding of Artificial Intelligence, confidence using beginner-friendly AI tools, and a clear awareness of how to explore AI safely, responsibly, and effectively in everyday life, learning, and work.

Responsible AI Use

Responsible use reminder: AI can be a helpful productivity tool, but it should not replace personal judgment or professional advice. Review AI-generated content carefully, verify important information, protect confidential or personal details, and follow applicable policies, procedures, laws, regulations, and professional standards before using or sharing AI-assisted work.



**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?

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consultation.

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