

Course Outline & Learning Options

SEC 103 – AI Safety, Misinformation, and Responsible AI

Using Artificial Intelligence Safely, Critically, and Responsibly

Course Information

Course Title	AI Safety, Misinformation, and Responsible AI
Course Number	SEC 103
Learning Series	Safety & Security Learning Series
Prerequisites	No previous technical knowledge is required.
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	Please refer to the current MCT Learning Options & Pricing Guide for details.
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Practical Skills You Will Gain

Learn how to use artificial intelligence safely, critically, and responsibly by recognizing its limitations, verifying information, protecting your privacy, identifying AI-generated misinformation, and making informed decisions when using today's AI tools.

Course Description

Artificial intelligence is rapidly becoming part of our everyday lives. It can help us write emails, summarize information, answer questions, generate ideas, and improve productivity. However, AI is not always accurate. It can produce incorrect information, display bias, generate convincing but false content, or omit important details.

This practical course helps participants understand both the benefits and limitations of AI. Through demonstrations, discussions, and real-world examples, participants will learn how to evaluate AI-generated information, recognize misinformation and deepfakes, protect their privacy, and use AI responsibly and with confidence.

Learning Outcome

Upon completion of this course, participants will be able to use artificial intelligence more safely and confidently by understanding its strengths and limitations, verifying AI-generated information, protecting personal information, and applying critical thinking when using AI tools in everyday life, work, or business.

Learning Objectives

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

- Explain what AI can and cannot do.
- Recognize common AI limitations and errors.
- Verify AI-generated information using trusted sources.
- Identify AI-generated misinformation and deepfakes.
- Protect personal and confidential information when using AI.
- Understand bias and hallucinations in AI responses.
- Apply responsible prompting techniques.
- Know when AI should and should not be used.
- Use AI ethically and responsibly.

Who Should Attend?

This course is designed for:

- Adults interested in using AI safely.
- Seniors exploring AI tools.
- Students.
- Professionals.
- Small business owners.
- Community organizations.
- Anyone who wants to use AI with greater confidence and critical thinking.

Customization Options

- Duration may be adjusted to meet audience needs.
- Content may be customized for specific industries, roles, or learning goals.
- Additional demonstrations may be included.
- Industry-specific examples may be added.
- 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

- Compare accurate and inaccurate AI responses.
- Practice verifying AI-generated information.
- Identify examples of AI hallucinations.
- Recognize AI-generated images and deepfakes.
- Evaluate AI prompts.
- Discuss privacy and ethical considerations.
- Review real-world examples of AI misuse.

Module Breakdown

Module 1 – Understanding AI

How AI Thinks—and Why It Sometimes Gets Things Wrong

Key Topics:

- What AI is
- How AI generates responses
- Strengths and limitations
- Common misconceptions

Module 2 – AI Errors and Hallucinations

Recognizing When AI Is Wrong

Key Topics:

- Hallucinations
- Inaccurate information
- Outdated information
- Missing context
- Overconfidence

Module 3 – Verifying AI Information

Thinking Critically Before You Trust

Key Topics:

- Fact-checking
- Trusted sources
- Comparing information
- Recognizing misinformation
- Critical thinking

Module 4 – Privacy and Responsible AI

Protecting Yourself and Your Information

Key Topics:

- Personal information
- Confidential information
- Sensitive data
- Safe prompting
- Privacy risks

Module 5 – Deepfakes, Bias, and AI Ethics

Recognizing AI Risks

Key Topics:

- Deepfake images
- AI-generated audio
- AI-generated video
- Bias
- Copyright
- Ethical use

Module 6 – Becoming a Responsible AI User

Using AI with Confidence and Good Judgment

Key Topics:

- Best practices
- Responsible decision-making
- When not to rely on AI
- Human oversight
- Building confidence

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 (where applicable)
- AI Quick Reference Guide
- AI Prompt Guide
- AI Glossary of Terms
- AI Verification Guide
- AI Safety Guide
- Additional Learning Resources
- 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 Learning Options & Pricing Guide** for details.

Upon Completion

Upon completion of this course, participants will have gained the knowledge, practical skills, and confidence to use artificial intelligence safely, critically, and responsibly. They will be better equipped to recognize AI limitations, verify AI-generated information, protect personal and confidential information, identify misinformation and deepfakes, and apply sound judgment when using AI in everyday life, work, or business. Participants may also receive digital learning resources and, upon request, a Certificate of Participation.

Responsible Use

Participants are encouraged to protect personal and confidential information, verify important facts using trusted sources, apply critical thinking, and exercise professional judgment when using artificial intelligence. AI-generated responses may contain errors, bias, outdated information, or incomplete content and should always be reviewed before being relied upon or shared. Responsible AI use depends on informed decisions, ethical practices, and appropriate human oversight.

After This Course

Participants may wish to continue their learning with foundational, everyday, workplace, and digital safety courses:

- AI 101 – Getting Started with Artificial Intelligence
- AI 102 – Using AI for Everyday Tasks
- AI 103 – Using AI for Work and Small Business
- SEC 104 – Protecting Your Digital Life

About MCT Office Services



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

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
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- 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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