

# ARTIFICIAL INTELLIGENCE (AI) READINESS 1: IN THE WORKPLACE, CERTIFICATE OF COMPLETION

Not Financial Aid Eligible

This certificate provides a foundational introduction to artificial intelligence (AI) concepts and hands-on experience using AI tools for everyday and workplace tasks. Students will explore the types, benefits, and challenges of AI, as well as learn to interact with tools such as chatbots, image generators, and writing assistants. Designed for non-technical learners, this program equips individuals with practical AI skills to enhance communication, productivity, and digital literacy in personal and professional contexts.

## Program Learning Outcomes

- 1. Describe foundational concepts and types of artificial intelligence (AI), including how AI is used in daily life and workplace settings.
- 2. Demonstrate the ability to use AI-powered tools to complete basic tasks through effective input design and responsible interaction.

| Course                  | Title                                                     | Hours |
|-------------------------|-----------------------------------------------------------|-------|
| Required Core           |                                                           |       |
| Complete the following: |                                                           |       |
| CIS C011N               | Introduction to Artificial Intelligence Concepts          | 27    |
| CIS C012N               | Working with Artificial Intelligence Tools and Assistants | 27    |
| Total Hours             |                                                           | 54    |