

Microcredential in Applied Artificial Intelligence for the Workplace

Description of the Microcredential

The OCEPD is proud to partner with ACENET to offer the *Microcredential in Applied Artificial Intelligence for the Workplace* provides a practical, accessible introduction to understanding and applying modern AI in professional settings. Designed for non-technical users, this three-day microcredential equips participants with the knowledge, skills, and confidence needed to navigate the expanding role of artificial intelligence in today's workplaces.

Drawing on real examples from government, healthcare, education, business, and the non-profit sector, this microcredential helps participants build a foundational understanding of what AI is, how it works, and how it is currently being used across industries. Participants explore key concepts such as machine learning, data-as-fuel, productivity tools, and the strengths and limitations of no-code AI platforms, supported by demonstrations and guided practice.

The *Microcredential in Applied Artificial Intelligence for the Workplace* places strong emphasis on responsible and ethical AI use. Learners examine issues of bias, transparency, data governance, and unintended consequences while exploring practical safeguards and critical thinking frameworks to support safe implementation in the workplace.

By the end of the *Microcredential in Applied Artificial Intelligence for the Workplace*, participants develop an individualized AI Readiness Plan that identifies one meaningful use case within their organization, outlines next steps for exploration and testing, and considers training, risks, and alignment with organizational goals. This plan provides a clear, actionable pathway toward thoughtful and responsible AI adoption.

This microcredential is facilitated by ACENET, a regional, not-for-profit consortium that is Atlantic Canada's leader in AI training, delivering advanced computing infrastructure, expert support, and practical education that enables real-world AI and data-driven innovation.



Why Take this Microcredential?

Artificial intelligence is reshaping how organizations work — from streamlining processes to improving decision-making. Yet many struggle to adopt AI confidently and responsibly.

The *Microcredential in Applied Artificial Intelligence for the Workplace* provides a practical, hands-on introduction to AI for professionals with no technical background. Participants learn how to use no-code AI tools, evaluate AI outputs, and navigate risks, bias, and ethical considerations.

Participants leave with the confidence and clarity to apply AI safely, strategically, and in alignment with organizational values.

Microcredential Format

The *Microcredential in Applied Artificial Intelligence for the Workplace* is delivered over **three full days** through a blend of instruction, hands-on exploration, and applied group work. Participants are encouraged to bring a laptop to fully engage in tool demonstrations and self-directed practice sessions. All concepts are introduced in plain language to ensure accessibility for non-technical professionals.

Learners engage in:

- Live demonstrations of AI tools (such as ChatGPT and AI-enabled productivity features)
- Practical exercises using no-code platforms
- Guided small-group work solving real workplace problems
- Discussions of risks, ethics, and sector-specific considerations
- Reflective activities to connect AI concepts to organizational goals

The *Microcredential in Applied Artificial Intelligence for the Workplace* concludes with a series of short participant presentations summarizing their AI Readiness Plans and key learnings.

Module Structure (Three Modules – Each One Day)

Module #1 – Foundations of Artificial Intelligence

Participants begin by building a foundational understanding of AI concepts, terminology, and misconceptions. The morning covers definitions, the types of AI, and the differences between capability-based and functionality-based frameworks. Learners examine real examples of AI across industries such as government, healthcare, education, and business to understand both its capabilities and limitations.

The afternoon features hands-on demonstrations of practical tools – such as ChatGPT or AI-enabled spreadsheet functions – and opportunities for participants to explore these tools on their own devices. The day concludes with a critical group discussion focusing on opportunities, risks, bias, transparency, and ethical concerns.

Module #2 – Applying AI to Real-World Workflows

Module #2 shifts attention to workplace-specific applications. Participants explore how AI can automate repetitive processes, optimize tasks, improve decision-making, and augment day-to-day workflows. They identify areas within their own organizations where AI could meaningfully support efficiency or quality improvements.

A session on **data fundamentals** helps participants understand the role of data in powering AI systems, including considerations related to privacy, quality, ethics, and security.

In the afternoon, participants experiment with beginner-friendly, no-code AI tools—such as automation platforms, chatbot builders, or simple analysis tools. Small-group collaboration allows learners to choose a real workplace challenge and begin outlining an AI-supported solution.



Module Structure

Module #3 – Thinking Critically and Planning for AI

The final day focuses on critical thinking, ethics, and implementation planning. Participants explore real-world scenarios illustrating bias, decision-making pitfalls, unintended consequences, and data misuse. They learn frameworks for evaluating AI alignment with organizational goals, transparency expectations, and responsible use standards.

In the afternoon, each participant develops a **personalized AI Readiness Plan**, identifying a concrete use case, next steps for exploration, training requirements, and risk-monitoring considerations. The microcredential concludes with participant presentations, peer feedback, and final reflections.