

AI Foundations for Business Professionals

Course Objectives

- Understand how modern AI and Large Language Models (LLMs) work
- Apply effective prompt engineering techniques
- Use Microsoft 365 Copilot in daily workflows
- Create no-code AI agents using Copilot
- Manage AI risks such as hallucinations and data security
- Improve productivity responsibly

Total Duration

12 Hours (Instructor-Led Training)

Delivery Mode: In-person or Online

Module 1: Evolution of Artificial Intelligence and LLMs

- Overview of Artificial Intelligence and Generative AI
- Key milestones from the 1950s to today
- Introduction to Large Language Models
- Evolution of GPT models

Module 2: Foundations of Generative AI

- What Generative AI can and cannot do
- High level Overview on how LLMs generate responses
- Various Generative AI platforms

Module 3: Prompt Engineering for Business Users

- Importance of prompt engineering
- Structuring clear, goal-oriented prompts
- Using roles, context, and constraints
- Advance Prompting Techniques

Module 4: AI Tool Landscape

- Overview of AI tools in business
- ChatGPT usage scenarios and its advance features
- Microsoft 365 Copilot overview
- Tool selection best practices

Module 5: Using Microsoft 365 Copilot

- Copilot in M365
- Daily productivity use cases
- Best practices

Demonstration Topics:

- Exploring full capabilities of M365 Copilot

Module 6: Creating No-Code AI Agents with Copilot

- Understanding Copilot agents
- Defining System Instructions and Capabilities
- Connecting to organizational knowledge
- Testing and refining agents

Demonstration Topic:

- Building a Custom Copilot

Module 7: Responsible AI, Security, and Data Privacy

- Responsible AI principles
- Managing hallucinations
- Data privacy considerations
- Safe AI usage guidelines

Module 8: Some additional AI Content Generation Tools

- AI tools for content creation
- Writing and rewriting assistance
- Presentation and visual content generation

Demonstration Topic:

- Content generation acceleration

Course Delivery Flow

1. Concept explanation using presentations
2. Live demonstrations mapped to business scenarios
3. Guided hands-on exercises
4. Module wise Quiz + Final comprehensive quiz (Qubits Inhouse Test Platform)
5. Entire Session is Recorded for later viewing and practice and accessible through LET