# Using AI in the Workplace 12 Hrs

**Course Description:** This course provides a practical, hands-on introduction to AI, emphasizing applications across essential business functions such as marketing, sales, operations, legal, and finance. Participants will address real-world challenges using Microsoft Copilot to streamline tasks and increase efficiency. No AI or coding experience required.

**Course Objectives:** Upon completion, participants will be able to identify GenAI solutions that resolve a given business need and recommend strategies for AI implementation, enablement, and oversight.

**Training Topics:**

- Microsoft Copilot integration and applications
- AI use cases for the manufacturing industry
- Improving your AI prompts
- Responsible AI guidelines for privacy, security, and ethics
- Extracting and measuring ROI of AI
- Designing and implementing an AI initiative
- Best practices for data governance and security

**Employee Training Institute instructor Jason Price** helps business professionals turn emerging AI tools into practical workplace results. With more than 25 years of experience training professionals across industries, he specializes in making Generative AI and Microsoft Copilot approachable, useful, and immediately applicable for teams in marketing, sales, operations, legal, finance, and leadership roles.

In the classroom, Jason focuses on practical, hands-on learning that helps professionals move from curiosity to confident action. Participants can expect plain-language explanations, real business examples, and guided practice using AI to save time, improve work quality, and support responsible decision-making.

**Employment Training Panel (ETP) Cost: $150.00 per employee***

*Non-ETP COST: $500*

**WHEN:**
**Wednesdays**
**December 2, 9, and 16**
**5:00 pm to 9:00 pm**

**WHERE:**
**College of the Canyons**
**26455 Rockwell Canyon Road**
**Santa Clarita, CA 91355**
**Room TBD**

**For more information or to register, please contact:**
**Jocey Hogan, ETI Client Relations Liaison at 661.362.5657 or**
**jocey.hogan@canyons.edu**

*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a $150 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.