



Artificial Intelligence for
Everyday Life

Artificial Intelligence for Everyday Life - Self Directed Learning at Your Own Pace

Discover the Power of AI — Explore Different Tools and Learn How to Use Them with Confidence!

Offered by OCHT – Ontario College of Health & Technology**

Course Duration: Approximately 10–12 Hours

Delivery Method: Online, Self-Paced

Course Structure: 5 Interactive Modules

Prerequisites: None

Assessment: Multiple-Choice Test at the End of Each Module

Certification: OCHT Certificate of Completion

Discover What Artificial Intelligence Can Do for YOU!

Artificial intelligence is transforming the way we communicate, work, learn, create and manage our everyday lives. But with so many AI tools available, how do you know where to begin — or which one to use?

Artificial Intelligence for Everyday Life is an engaging, beginner-friendly online course designed to introduce you to the exciting world of AI, without requiring any previous technical experience.

Unlike courses that focus on just one AI program, this course introduces participants to a variety of popular artificial intelligence platforms, including ChatGPT, Google Gemini, Microsoft Copilot, Claude, Perplexity, Canva, Adobe Firefly and NotebookLM.

Discover what makes these tools different, explore their capabilities and learn how to choose the most appropriate AI platform for your needs.

Through easy-to-follow lessons, real-world examples and interactive activities, you'll learn how to use AI to simplify everyday tasks, improve communication, plan activities, explore creative ideas, research information and much more.

You'll also develop the skills to recognize inaccurate AI-generated information, identify potential scams and protect your personal privacy.

No technical background? No problem! This course is designed for complete beginners, with clear instructions and opportunities to practise what you've learned.

Who Should Take This Course?

This course is suitable for anyone interested in understanding and using artificial intelligence in everyday life.

It is particularly beneficial for:

Beginners: Individuals with little or no previous experience using AI.

Older Adults and Retirees: People interested in exploring modern technology and discovering ways to make everyday activities easier.

Working Professionals: Individuals looking to improve communication, organization and productivity.

Small Business Owners and Entrepreneurs: People interested in using AI for brainstorming, writing, research and creative projects.

Job Seekers: Individuals who want to improve résumés, cover letters and professional communication.

Lifelong Learners: Anyone curious about the rapidly evolving world of artificial intelligence.

What Will You Learn?

Upon successful completion of this course, participants will be able to:

1. Explain the basic concepts of artificial intelligence and identify its applications in everyday life.
2. Recognize several popular AI platforms and describe their primary uses and strengths.
3. Compare AI tools and select appropriate platforms for different tasks.
4. Develop effective prompts to generate clear, relevant and useful responses.
5. Use AI to draft and improve emails, letters, announcements and other written communications.
6. Apply AI tools to assist with meal planning, travel arrangements, household organization and everyday decision-making.
7. Explore creative AI applications, including image generation, graphic design, brainstorming and personal projects.
8. Use AI tools to assist with research, learning and understanding unfamiliar information.
9. Recognize inaccurate or misleading AI-generated content and verify information using reliable sources.
10. Identify potential AI-related scams and apply appropriate privacy and security practices.
11. Demonstrate confidence in using different AI tools safely, effectively and responsibly.

Explore Popular Artificial Intelligence Platforms

One of the unique features of this course is the opportunity to become familiar with several AI platforms rather than relying on just one.

Participants will be introduced to tools such as:

AI Platform	What You'll Explore
ChatGPT	Everyday assistance, writing, planning and brainstorming
Google Gemini	General assistance, information gathering and productivity
Microsoft Copilot	Writing, organization and everyday productivity
Claude	Writing, editing and summarizing information
Perplexity	Research, information discovery and source identification
Canva	Graphic design, invitations, posters and presentations
Adobe Firefly	AI-generated images and creative projects
NotebookLM	Learning, studying and working with reference materials

Participants will learn about the different purposes of these platforms and practice comparing AI-generated results.

(Platform availability, features and free usage limits may change. The course focuses on transferable AI skills rather than mastery of any individual product)

Course Curriculum

Module 1 – Understanding Artificial Intelligence

Approximately 2–2.5 Hours

Discover what artificial intelligence is, how it works and where it appears in everyday life.

Explore several popular AI platforms, compare their capabilities and learn how to select the right tool for different activities.

Participate in guided exercises introducing AI assistants and practise asking your first questions.

Module 2 – Communicating with Artificial Intelligence

Approximately 2 Hours

Learn how to communicate effectively with AI using clear prompts and instructions.

Discover how to create professional emails, letters, announcements and other written materials.

Practise improving grammar, adjusting tone and refining AI-generated responses.

Module 3 – Using AI to Simplify Everyday Life

Approximately 2 Hours

Explore how AI can assist with everyday activities, including meal planning, grocery shopping, vacation planning, household organization and learning new skills.

Complete practical exercises based on realistic situations.

Module 4 – Getting Creative and Productive with AI

Approximately 2.5–3 Hours

Discover how different AI platforms can help you become more creative and productive.

Explore AI-generated images, graphic design, brainstorming, résumé development, personal projects and research.

Compare specialized AI tools and participate in hands-on creative activities.

Module 5 – Using Artificial Intelligence Safely and Responsibly

Approximately 2 Hours

Learn how to recognize inaccurate AI-generated information, identify scams and deepfakes, protect your personal information and use AI responsibly.

Develop the skills to evaluate AI-generated content and make informed decisions about when and how to use artificial intelligence.

Interactive Learning Experience

This course emphasizes learning by doing.

Participants will benefit from:

- Five comprehensive, beginner-friendly learning modules.
- Introductions to multiple popular AI platforms.
- Step-by-step demonstrations and practical examples.
- Interactive activities using realistic everyday situations.
- Opportunities to compare different AI tools.
- Creative exercises involving writing, planning, research and image generation.
- Knowledge assessments at the end of each module.
- Flexible, self-paced online learning.
- No Paid AI Subscription Required

Course activities are designed to be completed using freely available AI tools or alternative exercises provided within the course.

Participants may need to create free accounts with third-party AI providers. Some features have usage limits, and the availability of individual tools may change.

No paid AI subscription is required to complete the course.

Assessment and Certificate of Completion

- Each module concludes with a 10-question multiple-choice assessment.
- Participants must achieve a minimum grade of 70% on each module assessment to successfully complete the course.
- Upon successful completion of all five modules, participants will receive an OCHT Certificate of Completion in Artificial Intelligence for Everyday Life.
- This course is intended for introductory education and personal enrichment. It does not provide professional AI certification or occupational licensing.
- Course Duration and Deliver

Total Duration: Approximately 10–12 Hours

Format: Online, Self-Paced

Prerequisites: None

Participants can work through the modules at their own pace, making the course suitable for individuals with busy schedules.

Basic computer skills, internet access and a computer or tablet are recommended.