

AI for Business Workflows Course Online

This course is designed to get your whole team on the same page when it comes to AI, no matter where each person is starting out.

Group classes in Live Online and onsite training is available for this course. For more information, email partnerships@vdc.edu or visit: <https://vdc.edu/courses/ai-for-business-workflows-course-online>



admissions@vdc.edu • [\(619\) 758-9300](tel:6197589300)

Course Outline

Section 1

Welcome, Level-Set & Establishing Baseline

- Team introductions and expectations
- Experience-level poll
- Common examples of AI already used in everyday work
- What generative AI is
- How AI learns patterns from data

The Lean Tool Mindset

- AI as a force multiplier
- The modern workload challenge
- Everyday tasks AI can support
- Identifying strong candidate tasks for AI
- The lean parallel: reducing waste in knowledge work

Prompt Engineering: How to Talk to AI

- The RACE Framework: Role, Action, Context, Expectations
- Building a prompt step by step
- Using your team's primary AI tool
- Continuing a conversation vs. starting fresh
- Why verification always matters

Hands-On Practice & Session 1 Wrap-Up

- Write a RACE prompt for a real work task
- Test prompts in your AI tool
- Group debrief and discussion
- Review key takeaways

- Preview Session 2

Section 2

Quick Refresh & Tool Overview

- Recap Session 1 concepts
- Check in on AI use between sessions
- Overview of your organization's AI toolkit
- Strengths and differences between tools
- When to use each tool

Live Demos: Your Primary AI Tool in Action

- Drafting emails and adjusting tone
- Simplifying language for different audiences
- Summarizing meetings and documents
- Extracting decisions, action items, and deadlines
- Generating data insights from a dataset

Live Demos: Specialized AI Applications

- Financial modeling and analytical work
- Data analysis and formula building
- Debugging complex models or analysis
- Handling what-if scenarios and multi-step logic
- Using transparent reasoning to verify results

Safety, Ethics & Practical Guardrails

- Data privacy essentials
- What not to share in AI tools
- Understanding personally identifiable information (PII)
- Safe prompting practices
- Practical dos and don'ts for your organization

Application Exercise & Wrap-Up

- Use AI to solve a real work problem
- Identify a task that fits the lean criteria
- Group share on outcomes and surprises
- Course summary and key takeaways
- Next steps for continued skill building