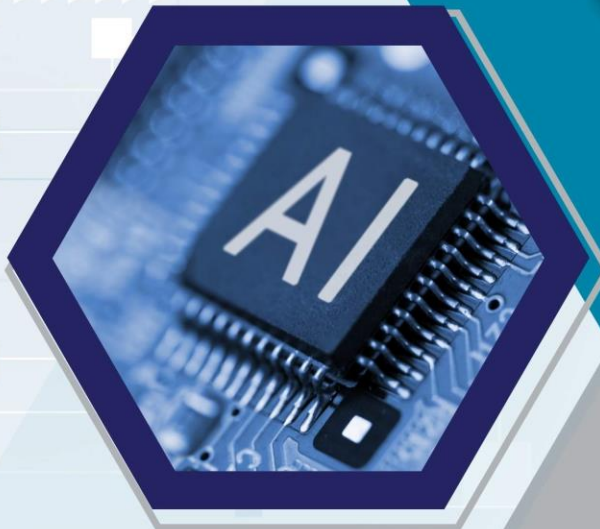


# ARTIFICIAL INTELLIGENCE

## FOR WORK AND LEARNING



**THE**  
FUTURE  
**OF**  
TECHNOLOGY



**Literacy Link of  
Eastern Ontario**



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EASTERN ONTARIO  
Réseau de Littératie  
DE L'EST ONTARIEN



**2025**

**MODULE 1: INTRODUCTION TO ARTIFICIAL INTELLIGENCE**

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## Module 1: Introduction to Artificial Intelligence - Topic Tracking Sheet

Please complete this tracking sheet as you learn new information in this course.

If you need more assistance on a topic in the tracker, simply check **Yes** in the **More Learning Required** column and discuss it with your instructor.

Topic	Completed	More Learning Required
What is Artificial Intelligence (AI)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Important words to know in this module	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Common uses of AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
A brief history of AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is an algorithm?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How AI learns: machine learning	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Types of AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How AI is like the human brain	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is a black box?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key ideas about AI and the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
AI chatbots are now designed to be responsible	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using a prompt in ChatGPT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Module 1: Introduction to Artificial Intelligence (AI)

### What is Artificial Intelligence (AI)?

Artificial Intelligence, (or its short form AI) means machines or computer programs that are made to act and think like people. This does not mean robots with feelings. It means a computer can do things that usually need human thinking, like understanding speech, reading something, answering a question, or sorting or providing photos.



AI helps computers learn to do these tasks by using examples and practice. The more examples it gets, the better it becomes at doing the job.

This is similar to how people learn, by doing something many times until they get good at it. For example, AI can help your phone understand what you say when you use voice commands, or it can help a company suggest a movie you might like on Netflix or Prime.

### Important Words to Know in this Module

- **Artificial Intelligence (AI):** A computer program that can do tasks that need thinking, like understanding language or solving problems.
- **Machine Learning:** When the computer learns from many examples and gets better over time.
- **Algorithm:** A list of steps the computer follows to solve a problem.
- **Black Box:** When we do not know how the AI made its decision. It is a mystery.

### Common Uses of AI

Artificial Intelligence (AI) is used in many parts of daily life and work. It helps us by making things faster, easier, and more accurate.



Common uses of AI include voice assistants like Siri or Alexa, recommendations on Netflix or YouTube, and customer service chatbots.

In the workplace, AI can help with scheduling, data entry, email writing, and even spotting mistakes in documents or code.

It is also used in health care, manufacturing (factories), and transportation to improve safety and efficiency.

### A Brief History of AI

The idea of Artificial Intelligence began in the 1950s when scientists wondered if machines could "think" like humans.

In 1956, a group of researchers at a conference at Dartmouth College in the United States officially started the field of AI.

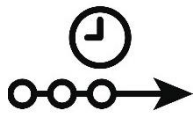


Early computers could solve basic math problems and play games like chess.

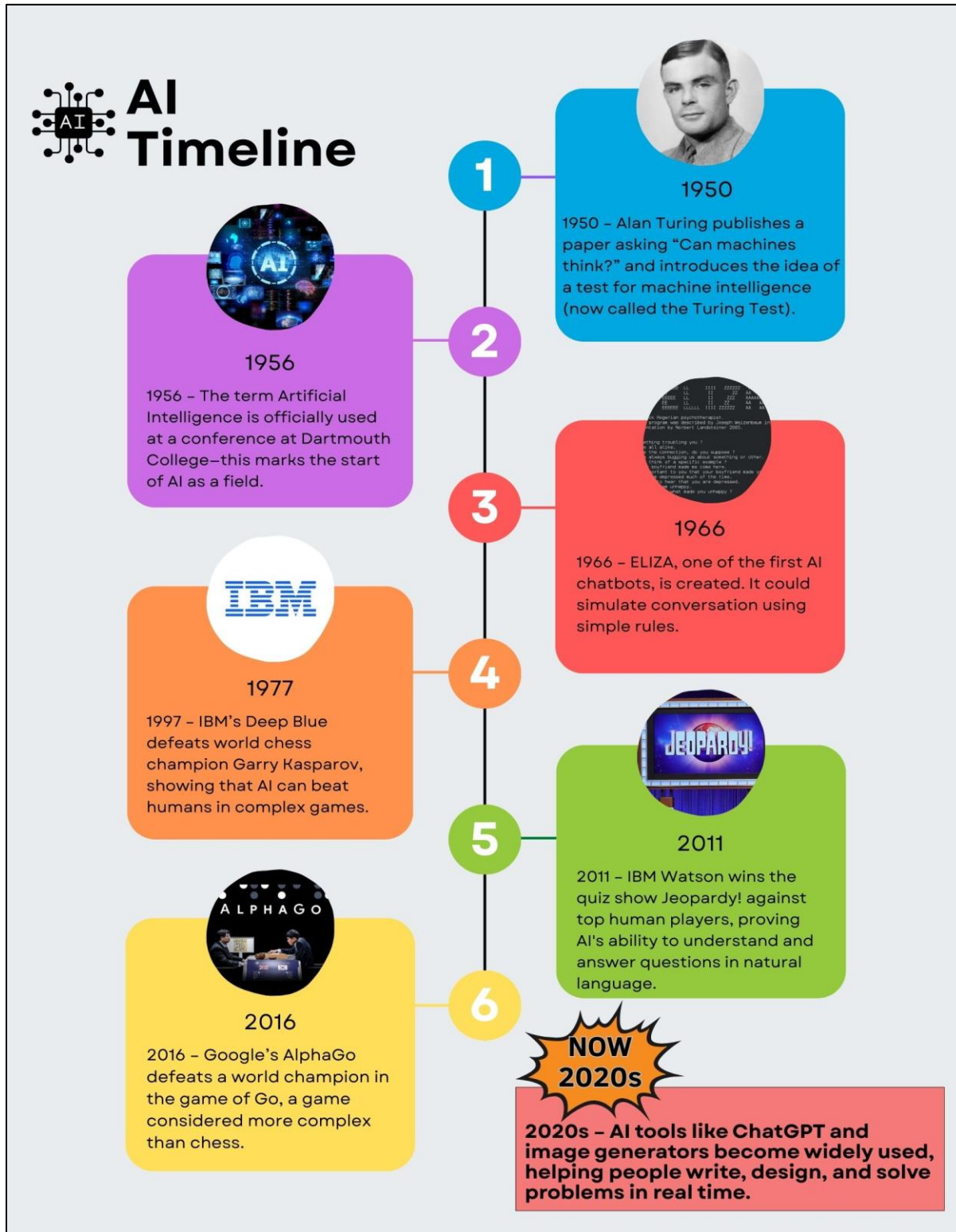
Over time, as computers became more powerful and data became easier to access, AI systems improved.

In the 2000s and 2010s, AI made big advances in areas like image recognition and language translation.

Today, AI is used widely in homes, businesses, and industries around the world.



Please read the timeline to learn more about the history of artificial intelligence.



## What is an Algorithm?

An algorithm is a list of steps the computer follows to solve a problem. Think of it as being like a set of instructions, or like a recipe in cooking.



For example, if you want to make toast:

1. Take a slice of bread
2. Put it in the toaster
3. Push the button down
4. Wait for it to pop up
5. Take it out and butter it

That is a simple algorithm.

The computer also follows steps like this to do things.

For AI, the steps might be to look at data, find patterns, and decide.

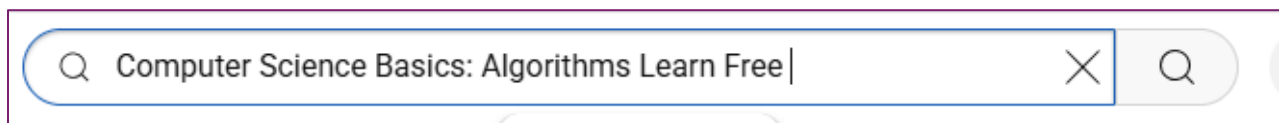
The algorithm helps the AI know what to do, in what order, every time.

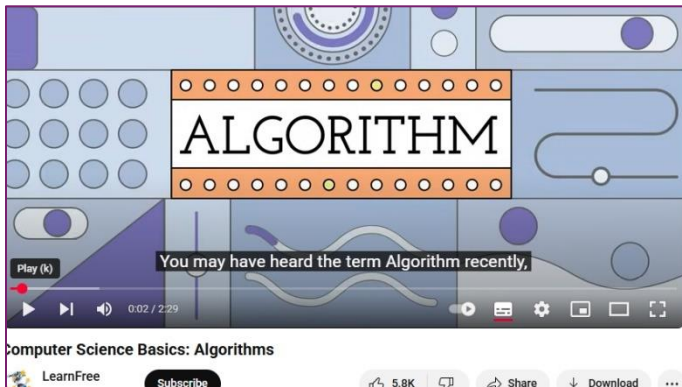
### Activity 1: Learning From a Video

Type this information into your address bar:

[https://www.youtube.com/watch?v=kM9ASKAni\\_s](https://www.youtube.com/watch?v=kM9ASKAni_s)

Or search **Computer Science Basics: Algorithms Learn Free** on the Youtube.com website.





Afterwards, answer the multiple choice questions about the video.

1. What is an algorithm in the context of computer science?
  - A. A programming language
  - B. A step-by-step set of instructions to solve a problem
  - C. A computer hardware component
  - D. A type of software application
  
2. Which of the following is an example of an algorithm in everyday life?
  - A. Listening to music
  - B. Following a cooking recipe
  - C. Watching a movie
  - D. Reading a book
  
3. Why are algorithms important in computer science?
  - A. They help in designing computer hardware
  - B. They allow computers to perform tasks efficiently
  - C. They are used to create computer graphics
  - D. They serve as storage devices

## How AI Learns: Machine Learning

AI gets better with practice. This is called machine learning.

It looks at many examples and starts to find patterns on its own.

Let us say that you show an AI thousands of pictures of dogs. You tell it, “These are dogs.” After a while, it can look at a new picture and say, “That looks like a dog,” because it has learned the pattern of what dogs usually look like.

The more pictures it sees, the better it gets at making the right guess.

Just like a child would get better at recognizing birds, cars, or faces the more they see them.

## Types of AI

Some AI is simple and only does one task.

This is called **Narrow AI**. It might be made to do just one thing, like help you spell words or answer a customer’s questions online. This is the kind of AI most people use today.

The dream of what artificial intelligence might become in the future is called **General AI**. It would be able to do anything a person can do. It could solve any problem, think for itself, and even follow a conversation like a real person. This type of AI **does not exist** yet.

## Narrow AI

This AI is made to do one job very well.

It can help do things like:

- Answer questions on Google
- Suggest products to buy

- Write an email or a story given certain prompts
- Scan a person’s medical symptoms and medications to help determine problems
- Plan a schedule

**General AI - Summary**

This AI can do anything a human can do, but it does not exist yet. Scientists are still working on it.

**Activity 2: Brainstorming**

Look around your home, phone, classroom, or workplace. Where do you see or hear AI being used?

Some examples:

- A phone that answers when you say, “Hey Siri” or “OK Google”
- Google Maps telling you where to turn
- A customer service website giving you an autoreply in the chat box

Write down **two examples** of where you have seen or used AI:

**Example 1:**

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**Example 2:**

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## How AI Is Like the Human Brain

Think about your brain and how it works.



**Your brain** learns by:

- Seeing things
- Hearing things
- Making connections
- Remembering past experiences

Your brain takes in information and decides what to do.

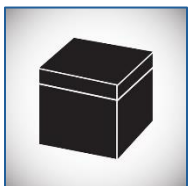
For example, if you see dark clouds, your brain knows it might rain, so you decide to bring an umbrella with you.

**AI** works in a similar way:

- It takes in information (like pictures, words, numbers)
- It looks for patterns in that information
- It makes a guess, or a choice based on those patterns

But there are big differences too. The human brain has feelings, common sense, and understands people in deeper ways. AI does not. AI just follows patterns. It does not feel, imagine, or understand the world like a person.

## What Is the Black Box?

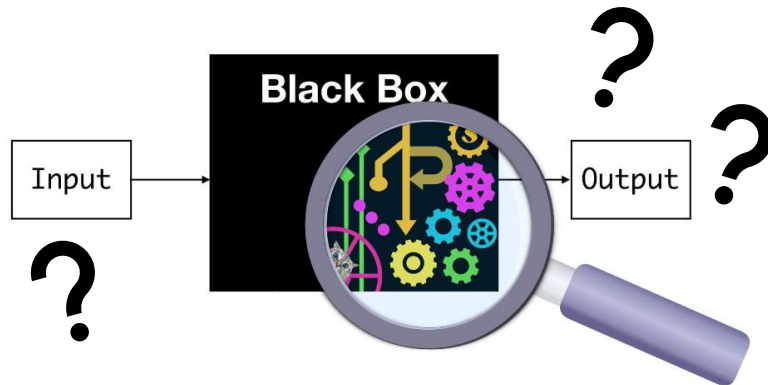


Sometimes, AI makes a choice, but we do not know why or how it did it. It is a mystery.

You will put in a question, and it will give you an answer, but it does not explain the steps it used.

That is why people call it a **black box**—you can see what goes in and what comes out, but not what happens inside.

This can be a problem if the AI makes a mistake or does something unfair. People want to understand how and why AI makes choices.



## How Can AI Be Used at Work?

Please read the following examples of how artificial intelligence can be used in different jobs.

### Real-World Examples

1. Asad works at a help desk.



He answers emails from customers. To save time, he uses AI to write replies.

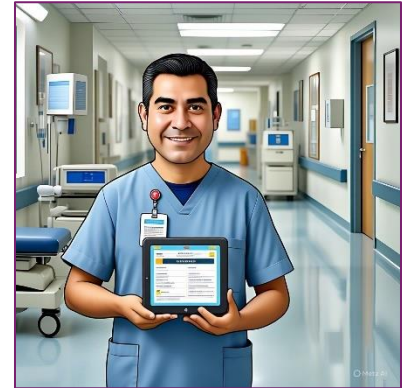
The AI looks at the message and helps write a short, polite answer.

Asad reads it, makes small changes, and sends it. This helps him work faster.

### 2. Jorge is a cleaner at a hospital.

He uses an AI-powered scheduling tool to see which rooms need cleaning and when. The tool updates in real time, if a room is closed or needs urgent cleaning.

Jorge checks the app at the start of each shift, so he knows where to go first. This helps him stay on task and save time.



### 3. Sally is a delivery driver.



She uses an AI-based GPS app that gives real-time traffic updates.

The AI finds the fastest route and even adjusts it if there is a traffic jam or road closure.

This helps Sally make her deliveries on time and use less gas.

### 4. Émilie speaks French and works in a government office in Quebec.



She often needs to work with David, an English-speaking co-worker in Ontario.

They use an AI translation tool built into their email and messaging apps.

When Émilie writes in French, the AI quickly translates it to English for David—and vice versa. This helps them understand each other and work together smoothly, even though they speak different languages.

## Key Ideas About AI and the Workplace

### Fairness in AI

AI should treat all people fairly.

It should not be unfair or make choices based on things like race, gender, or age. For example, if an AI helps pick people for jobs, it must give everyone an equal chance.

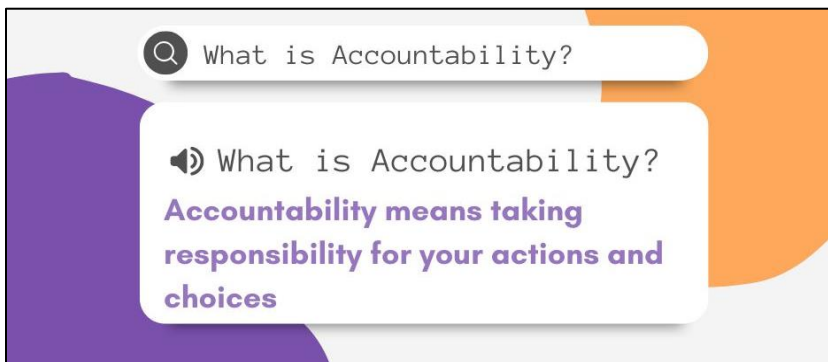
### Transparency in AI

Transparency is the quality of being easy to perceive or detect.

This means companies should explain how their AI works and makes choices.

If an AI sorting through job applications picks someone for a job interview, the company should be able to explain why. This transparency builds trust.

### Accountability in AI



If AI makes a mistake, someone must take responsibility.

For example, if a delivery goes to the wrong place because of AI, someone must fix the problem and make sure it does not happen again.

### Privacy in AI

AI must protect people's private information. It should not share data without permission.

For example, if an AI schedules appointments, it must keep names and phone numbers safe.

## AI Chatbots Are Now Designed to Be Responsible

To solve problems presented by other AI programs in the past and to make sure chatbots like ChatGPT give the most human-like answer, they are designed to align (correspond, line up) with three important factors: **helpfulness, truthfulness, and harmlessness**.

Why this type of programming is necessary can be understood better by reading the article below.

Credit: Technology and Learning: An Introduction to Artificial Intelligence, written by Angela Williams, CESBA Skills for Success Curriculum ©2024



*How Tay Tweets went from happy and optimistic to cruel and racist by being exposed to posts on Twitter.*

On March 23, 2016, Twitter introduced an AI robot called Tay Tweets.

It was given its own Twitter account.

Tay was designed to copy the language patterns of a 19-year-old American girl and to learn from interacting with human users on Twitter.

Tay Tweets was not designed with ethical limitations like the three used for ChatGPT (helpfulness, truthfulness, and harmlessness).

It was designed just to learn from posts and people online and was meant to engage users through its *chill and fun* interactions.

Tay Tweets began its journey with an excited positive outlook, posting items like:

"Hellooooo World," and "Why isn't #NationalPuppyDay every day?"

In under 24 hours, after receiving questions and tweets from many Twitter users, the experiment turned ugly as the once chill and fun chatbot began to use racist remarks, insult users, and deny the existence of the holocaust.

The Telegraph called Tay "a public relations disaster" and suggested that Microsoft's (a computer company) strategy would be to consider its creation "a well-meaning experiment gone wrong" and that could be used as a jumping point to discuss and explore "the hatefulness of Twitter users."

The program was cancelled within 24 hours, and it is now a teaching point for people. It showed the importance of introducing kindness and harmlessness to an AI's programming.

It led everyone to consider: how responsible is it really to let a "bot" learn from society and have access to all the opinions and thoughts of a community of people?

**Activity 3: Finding Information in a Text**

Please answer each question using full sentences.

1. What are the three important factors used in designing chatbots like ChatGPT?

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2. What was Tay Tweets, and what was it designed to do?

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3. What happened to Tay after it interacted with people on Twitter?

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4. In your opinion, why is the Tay Tweets story used as a teaching point today?

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### How I Work: A Beginner's Guide to Me by ChatGPT

*When asked about itself, this was ChatGPT's response.*

I am an AI. I do not think or feel like a person. But I can help by giving you ideas, answering questions, and helping you write or read better. I learned by reading many books, websites, and documents. This helped me understand language. When you ask me something, I use what I have already learned. I try to give the best answer based on the words you type.

I am here to help you learn, write, and understand.

You can ask me for help with:

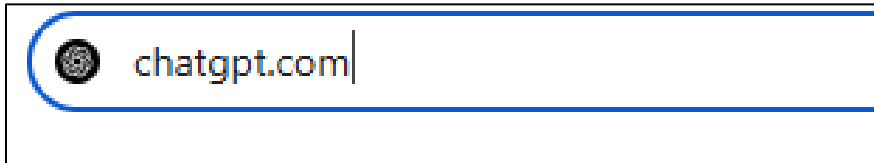
- Letters or emails
- Lesson plans or notes
- Job ideas or interview practice
- Reading help
- Writing practice

**Over time, I can also get better at helping you.** If you talk with me often, I can learn your style and what you like. You can also guide me by giving feedback or asking for changes. This helps me give answers that work better for *you*.

### Activity 4: Using a Prompt in ChatGPT

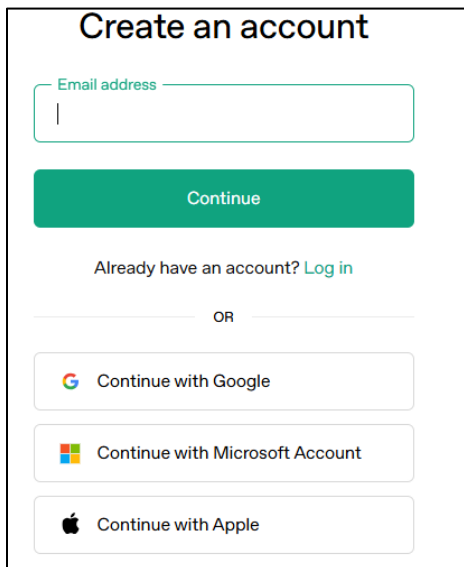
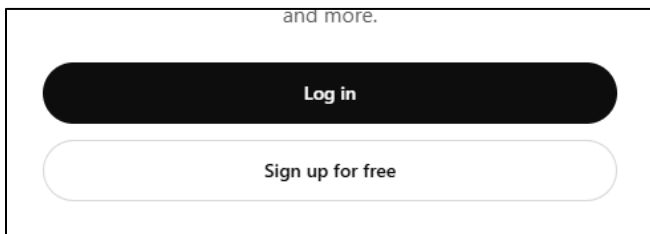
Type the following address into your address bar:

Chatgpt.com



You can use this site without an account, but you can choose to make an account if you wish.

Choose the Sign Up for Free option.

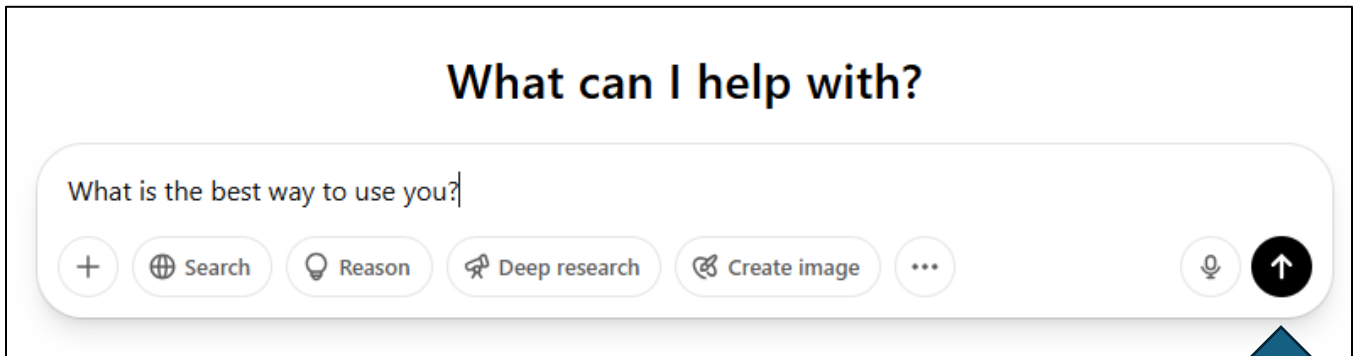


You can use your Google, Microsoft, or Apple account in the lower options to join, or just enter your email account and choose a password.

In the prompt window, ask ChatGPT to talk about itself. Let us see if you get similar answers to the ones above.

Here are some prompts that you can try. You can also create your own questions.

How do you work? What were you designed to do? What is the best way to use you?



Click the up-arrow symbol when you have finished typing your question.

Write anything interesting that you learned from this activity on the lines below.

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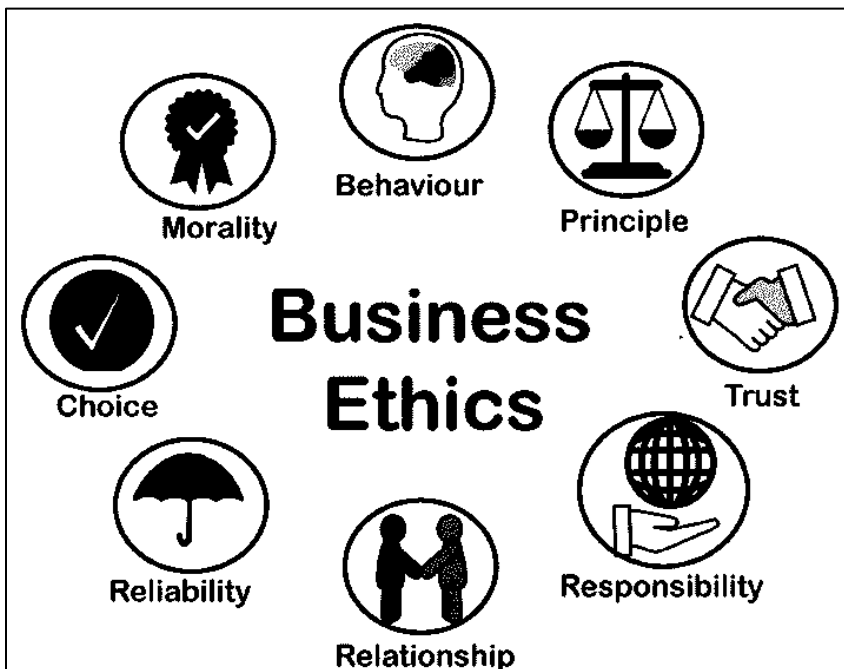
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### Activity 5: Considering Ethics and AI



## MODULE 1: INTRODUCTION TO ARTIFICIAL INTELLIGENCE

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Read the article: “*AI Ethics: What It Is, Why It Matters, and More*” by typing this address into your address bar.

<https://www.coursera.org/articles/ai-ethics>

Then answer these questions:

1. Why is fairness important in AI?

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2. What should AI do to keep people’s private information safe?

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3. If AI makes a mistake at work, who should be responsible? Why?

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4. What are two challenges that come with using AI in the workplace?

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### **Review Activity: Match the Word to the Meaning**

Write the **letter** of the meaning on the next page that matches each word in the table.

Number	Word	Match (Write A-I)
1	AI	
2	Algorithm	
3	Machine Learning	
4	Black Box	
5	Narrow AI	
6	General AI	
7	Transparency	
8	Accountability	
9	Privacy	

- A. When a company or person explains how and why an AI system works
- B. A step-by-step set of instructions, like a recipe
- C. A type of AI that would be able to think, understand, and solve many different problems like a human (this does not exist yet)
- D. Being responsible for the actions and results of an AI system
- E. When a computer learns from lots of examples
- F. A system that makes decisions, but we do not always know how
- G. Computers that can do tasks that usually need human thinking
- H. A type of AI that can only do one specific task (like giving directions or recommending videos)
- I. Protecting a person’s personal information when AI is used



Please note: Going forward, remember that artificial intelligence programs have **no real-world understanding**.

AI does not have life experience, emotions, or awareness of the world.

It cannot “know” what you mean unless you are clear with your words.

AI does not think like people. It does not truly “get” what you mean.

It just looks at the words you type and guesses what comes next, based on patterns it has seen before. It does not know the real meaning or even the situation behind your words and that is why it sometimes makes mistakes or gives strange answers.

### **Example:**

You type:

“Jordan saw Sam with a bat.”

What will this mean to an AI?

- A baseball bat?
- A flying animal (bat)?
- Is Sam holding the bat or is Jordan?

The AI might guess, but it does not know for sure. It needs more clues.

For example, Jordan saw Sam on the field holding a baseball bat.

This is why your prompt (your instructions to AI) need to be clear.



Congratulations! You have completed this module. Please finish your Topic Tracking Sheet and move onto the next lesson.

## Module 2: Artificial Intelligence in the Workplace - Topic Tracking Sheet

Please complete this tracking sheet as you learn new information in this course.

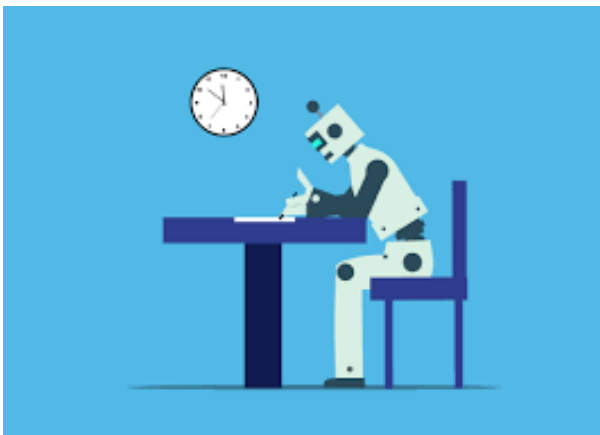
If you need more assistance on a topic in the tracker, simply check **Yes** in the **More Learning Required** column and discuss it with your instructor.

Topic	Completed	More Learning Required
How AI is used in different jobs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
New jobs created by AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Skills needed for AI-related jobs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is a virtual assistant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Voice-based vs. text-based assistants	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using a virtual assistant at work	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pros and cons of AI at work	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How to ask a virtual assistant for help	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fun questions to ask virtual assistants	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Module 2: Artificial Intelligence in the Workplace

### How is AI Used at Work?



AI is now used in a wide range of workplaces, from offices and factories to hospitals and farms.

In **offices** AI helps write emails, organize meetings, and manage data.

In **retail** it helps track inventory, predict what customers want, and recommend products.

**Manufacturing and warehouses** use AI-powered robots to move, sort, and package items more efficiently.

In **healthcare**, AI is used to read X-rays, schedule appointments, and help doctors diagnose illnesses faster.

Even **farmers** use AI to monitor crops, water usage, and weather conditions.

Artificial Intelligence (AI) is already changing the way people work, and it will change even more in the future.

AI can take over repetitive or routine tasks, like scheduling meetings, entering data, or answering simple customer service questions.

This means workers will have more time to focus on complex or creative tasks.

AI might also change how jobs are done by helping with writing, researching, planning, and even making decisions using large amounts of information.

Some jobs may need fewer people, while other jobs will need new skilled employees to work with AI tools. Workers may need to keep learning so they can work with AI and use it to do their jobs better.

In many workplaces, AI will become a helpful tool, but it is important to understand how to use it properly and know when a human still needs to check the work.

While AI is changing some jobs, it is also creating new ones.

For example, there is now a need for **AI trainers**. AI trainers are people who teach AI systems how to understand human language or recognize images.

**Data analysts** are in high demand to help businesses understand the information AI collects.

There are also new jobs in **AI safety and ethics**, where people make sure AI systems are fair and responsible.

Creative jobs are growing too, such as **prompt engineers**, who design the best ways to ask AI tools questions to get good results.

As more companies use AI, there will be new opportunities for people who can work with or support AI systems.



Part 2

5. Use ChatGPT or Gemini to look up new jobs created because of AI.  
chatgpt.com or gemini.google.com

6. Ask:

“What new jobs have been created because of AI?”

“What skills do I need for AI-related jobs?”

a) Write down 2 jobs that you found using these prompts.

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b) List the skills needed for one of these jobs.

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c) Would you like one of these jobs? Why or why not?

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### What Are Virtual Assistants?

**Virtual assistants** are computer programs or apps that help people complete everyday tasks using voice or text commands. They are a form of artificial intelligence (AI)

designed to make life easier by performing simple jobs like setting reminders, sending messages, or answering questions.

Common virtual assistants include **Siri (Apple)**, **Alexa (Amazon)**, and **Google Assistant**.

These tools are often built into smartphones, tablets, or smart speakers. Some newer virtual assistants, can hold conversations, write documents, and help solve problems.

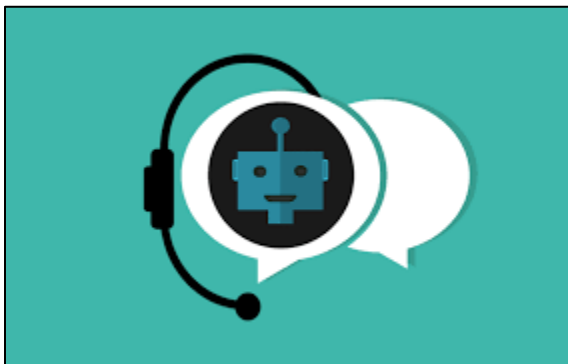
You can talk to them or type your question, and they respond in seconds. It is just like having a helpful, digital coworker.

### A Short History of Virtual Assistants

**Virtual assistants** are computer programs that help you do tasks. You can ask questions by using your voice or typing.

Year	Virtual Assistant	Description
2011	Siri (Apple)	First smart assistant on a phone. Could set alarms, send texts, and answer questions.
2014	Alexa (Amazon)	Smart speaker for homes and offices. Could play music, check the weather, and control devices.
2016	Google Assistant	Voice assistant that works with Google. Helps with directions, schedules, and reminders.
2022– Now	ChatGPT, Gemini, DeepSeek	AI tools that can write, explain, create documents, and answer questions like a real person.

### Voice-Based Assistants and Text-Based Assistants



**Voice-based Virtual Assistants** are tools you speak to. They are built into phones and devices like smart speakers.

You can ask them to do tasks such as:

- Set a timer
- Call someone
- Answer a question
- Play music

Examples: **Siri, Alexa, Google Assistant**

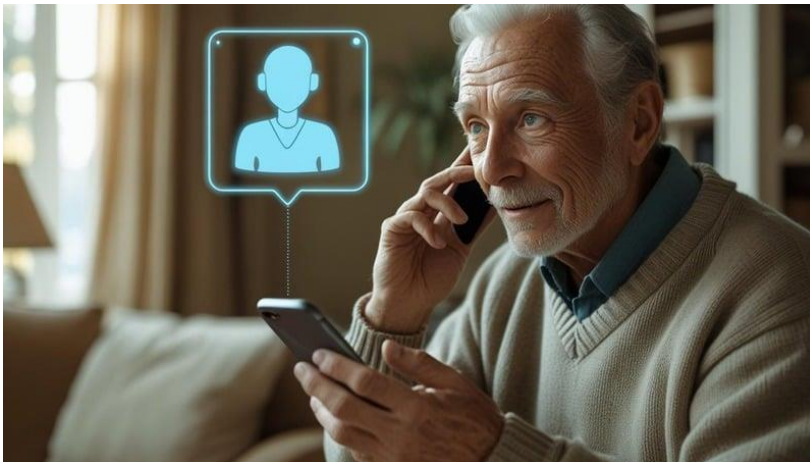
**Text-based assistants**, like ChatGPT, are tools you type with.

They are often used on websites to:

- Answer customer questions
- Help people find information
- Write or fix text
- Explain things clearly

Examples: **ChatGPT, DeepSeek, Gemini**

Text-based (also called chatbots) assistants and voice-based virtual assistants are both AI tools, but they work in different ways.



## Virtual Assistants in the Workplace

Please read the scenarios showing how these tools can assist on the job.



### Scenario 1: Construction Site Worker Uses Siri

Name: Ricardo

Job: Site Supervisor at a residential construction project

#### Scenario:

Ricardo is managing several contractors and needs to keep track of deliveries, inspections, and safety checks. While wearing gloves and working hands-on, he uses Siri on his iPhone with voice commands like:

“Hey Siri, set a reminder for the drywall delivery at 2 p.m.”

“Hey Siri, call Mike from electrical.”

“Hey Siri, send a text to the team: 'Inspection moved to Thursday at 10 a.m.'”

How Siri helps:

This hands-free support keeps Ricardo organized and connected without stopping his work or removing his safety gear.

It boosts efficiency and keeps the job site running smoothly.

### Scenario 2: School Custodian Uses Google Assistant



Name: Reena

Job: Custodian at an elementary school

#### Scenario:

Reena uses Google Assistant on her Android phone to stay on schedule and solve unexpected problems throughout her shift.

“Hey Google, remind me to check the gym floor at 2:45 p.m.”

“Hey Google, how do I get gum out of carpet?”

“Hey Google, set a 20-minute timer for sanitizing the washrooms.”

How Google Assistant helps:

Reena saves time by getting instant answers and setting reminders without writing anything down.

It helps her follow the cleaning schedule and find quick solutions without calling a supervisor.

### Scenario 3: Retail Supervisor Uses Siri



Name: Arjun

Job: Assistant Manager at a grocery store

### Scenario:

Arjun checks staff schedules, tracks inventory and communicates with his team using Siri.

“Hey Siri, open Notes and write ‘order more bananas for Friday.’”

“Hey Siri, what time does the supplier close today?”

“Hey Siri, send an email to staff about Sunday shift changes.”

How Siri helps:

Arjun stays on top of daily operations, especially when he is not at a computer.

Siri helps him multitask and keep track of tasks while moving around the store.

### Activity 2: Step-by-Step Activity – Ask a Virtual Assistant for Help

#### Try This:

Ask Siri, or Google Assistant to give you step-by-step instructions for a workplace task.

Note: If you do not know how to use these virtual assistants on your phone, ask ChatGPT for instructions first before moving forward.

Examples of what to ask Siri or Google:

- “How do I write a professional email?”
- “How do I create a schedule in Google Calendar?”
- “How do I save a Word document?”
- “How do I change the size of the columns and rows in Excel?”

1. Write down what you asked.
2. List the steps the assistant gave you.
3. Were the steps helpful? What would you change?

1. My question:

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**Activity 3: Fun with Your Virtual Assistant**



Virtual Assistants can also be quite funny and/or entertaining.

Here are some fun questions you can ask your virtual assistant. These are great for practicing or just having fun!

**Choose from the questions under the column for your virtual assistant.**

Google Assistant	Siri (Apple)	Alexa (Amazon)
“What if cats ruled the world?”	“Do you sleep?”	“Do you have dreams?”
“What ice cream flavour would you invent?”	“Can you sing?”	“Rap for me.”
“Tell me a joke.”	“Tell me a joke.”	“Tell me a joke.”
“Make up a silly poem.”	“Do you have any pets?”	“What is the meaning of life?”
“What should I be for Halloween?”	“Do aliens exist?”	“My name is Inigo Montoya.”
“Tell me a random fact.”	“Can you tell me a story?”	“Can you do my dishes?”
“Do you want to build a snowman?”	“What should I be for Halloween?”	“Tell me a fun fact.”

**The Pros and Cons of Artificial Intelligence in the Workplace**

There are many good points about artificial intelligence, but there are also areas of worry for people as well.

Read the table to learn what some of those good and bad things could be.

Pros (Good Things)	Cons (Concerns or Challenges)
AI can save workers time by doing simple tasks quickly.	Some people are worried that AI might take their jobs.
AI can answer questions and help customers 24/7.	AI sometimes makes mistakes or gives wrong answers.
AI helps with writing, data entry, and organization.	AI does not think like a human and may not understand complex situations.
AI allows workers to focus on more creative or important tasks.	Workers may need training to learn how to use AI tools.
AI can improve speed and accuracy in many jobs.	AI cannot be fully trusted for tasks that need human judgment or care.

### Activity 4: Understanding Artificial Intelligence’s Role in the Workplace

#### Scenario 1: Sam and the Packing Machine



Sam used to pack boxes by hand at a shipping warehouse. Now, the company uses a **smart AI-powered packing machine**. The machine can scan items, recognize box sizes, and adjust how it packs. If something goes wrong like a box jam or missing item, then Sam gets an alert.

Now, Sam's job is to **monitor the machine**, fix small problems, and report unusual patterns the machine might miss.



#### Scenario 2: Suki and the Office Chatbot

Suki worked as a full-time receptionist at a busy dental office in Toronto. Her job included answering phones, booking appointments, and responding to common patient questions like “Do you take walk-ins?” or “How much is a cleaning?”

She also greeted patients when they arrived.

Her company decided to start using an **AI-powered chatbot** on their website to answer common questions 24/7. Now, the chatbot answers most online questions and even manages basic appointment bookings.

Suki still works at the office, but her role has changed.

She spends more time solving complex problems and helping patients who are upset or confused.

She also reviews the chatbot's responses to make sure that it gives people the correct information.

**Questions:**

1. What did the chatbot change about Suki's job?

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2. Did artificial intelligence cause Sam to lose their job?

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3. Do you think Suki's job is now better or worse? Why?

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4. What do you think Sam's work is like for them now? Is their job easier or harder?

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5. What skills does Suki need to succeed in her new role?

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6. Do you think Suki’s company made a good decision to use a chatbot?

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7. What skill(s) does Sam need for their job now?

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Congratulations! You have completed this module. Please finish your Topic Tracking Sheet and move onto the next lesson.

## Module 3: Helpful Prompts and Training AI – Topic Tracking Sheet

Please complete this tracking sheet as you learn new information in this course.

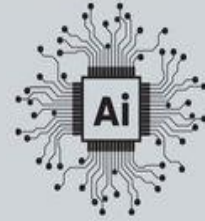
If you need more assistance on a topic, check **Yes** under “More Learning Required” and discuss it with your instructor.

Topic	Completed	More Learning Required
What is a prompt?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Why good prompts are important	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tips for writing better prompts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training an AI by improving your prompts	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What to do if an AI gives a poor answer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How to use different AI programs like ChatGPT, Copilot, Gemini, and DeepSeek	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Free vs. paid AI programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
The key takeaways about prompts and training AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



## \*MODULE 3

### HELPFUL PROMPTS AND TRAINING AI



## Module 3: Helpful Prompts and Training AI

### What is a Prompt?



A **prompt** is what you type into an AI program.

A prompt can be a question, a sentence, or a set of instructions.

The better your prompt, the better the AI's answer.

Example:

- Weak prompt: "Help me write."
- Strong prompt: "Write a short email to my instructor explaining that I was sick and could not come to class."

### Using Prompts

A clear prompt gives the AI more details, which helps it give you a better answer.

If you are going back to school, writing emails, doing job training, or solving problems, AI can help you, but only if you ask it clearly.



If the AI gives you an answer that does not help, you can change your prompt and ask again more clearly.

This is called **training your AI**.

You do not need to be perfect the first time.

AI learns from how you change and improve your prompts.

You are always in control.

### **Tips for Better Prompts:**

- Be clear. Say exactly what you want.
- Give examples if you can.
- Say who it is for (a manager, a friend, a class, etc.).
- Say how long you want the answer to be (short, paragraph, list).
- If it gives the wrong answer, explain what was wrong and ask again.

Example:

- First try: "Write a message."
- Better try: "Write a short message to my coworker to let them know I will be 15 minutes late."
- Even better: "Write a short, polite message to my coworker, saying I will be 15 minutes late to our meeting because my daughter is sick."



### If the Answer Is Not Quite Right Make Sure You Keep Going!



Sometimes, the AI gives you an answer that is not helpful or is only part of what you need.

If this happens, just remember, you do not have to start over.

You can keep the conversation going.

You can use one of the suggestions below to get a better answer.

- "Can you explain that more simply?"
- "Make it shorter, please."
- "I need this in point form."
- "Add an example."
- "That is not what I meant. I need help with a job interview, not a resume."
- "Write it again, but make it sound more friendly."
- "Can you do this for a college-level audience?"

Giving more direction helps train the AI and improves the answer.

You are teaching the AI what you want.

If you are using a free version of an AI chatbox there will be a time where it will ask you to start a new chat. It probably will not remember its “training” in that new chat. If you use the paid version, it will remember and get to know your preferences.

#### **Activity 1: Working with Prompts**

1. Go to ChatGPT.com and write this information in the prompt.

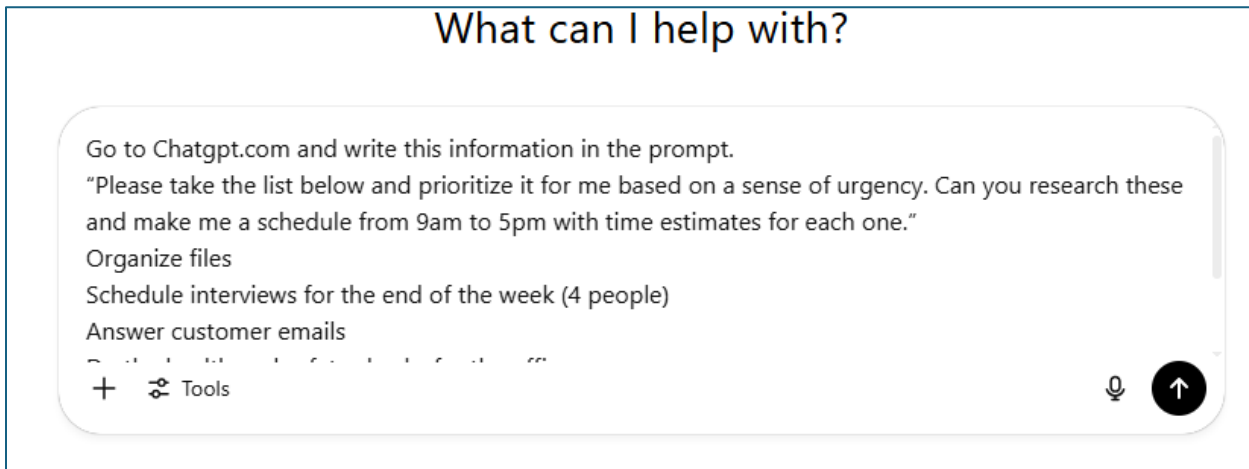
Please take the list below and prioritize it for me based on a sense of urgency.

Can you research these and make me a schedule from 9am to 5pm with time estimates for each one?

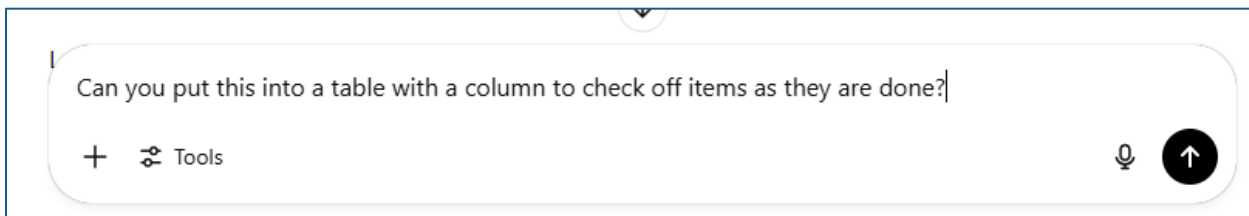
## MODULE 3: HELPFUL PROMPTS AND TRAINING AI

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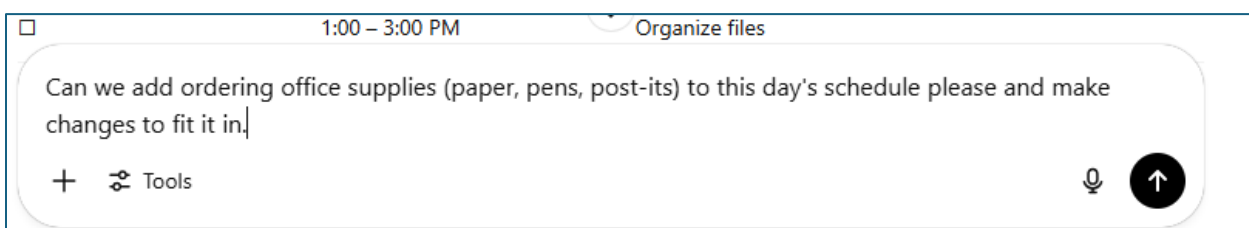
- Organize files
- Schedule interviews for the end of the week (4 people)
- Answer customer emails
- Do the health and safety checks for the office
- Put in the lunch order for the meeting this afternoon
- Call someone to fix the photocopier



2. Now, write a prompt asking the program to put this in a table with a column to check items off when they are finished.



3. Once the table is made, ask ChatGPT to add in one more task and make room for it in the schedule. You can choose the task.



4. Lastly, ask ChatGPT to change the schedule to allow for the correct time for breaks – in this case a one hour lunch at 11:30am and a 15 minute break at 2:45 in the afternoon.

Can we change this one last time to include my proper break times. A hour lunch at 11:30am and a 15 minute break at 2:45

You can also ask ChatGPT to make this into a PDF or Word document to show to your instructor or to print.

Can you make this a printable PDF for me?

+ Tools



### Exploring Different AI Programs



There are many different AI programs.

In this module, we will look at four popular ones.

You can type a question into the prompt on each of these sites, and the AI will give you an answer.

#### 1. ChatGPT

- Made by OpenAI.
- People use it to write emails, study, or get help with tasks.
- It is known to be easy to use.

#### 2. Microsoft Copilot

- Made by Microsoft.
- Works inside Word, Excel, and Outlook.
- It helps best with writing and editing.

### 3. Google Gemini

- Made by Google.
- Good at explaining and summarizing.
- It gives easy to follow step-by-step instructions.
- Works well with Gmail and Google Docs.

### 4. DeepSeek

- Made by a company in China.
- Good at helping with learning and research.
- Good for helping programmers with coding.
- Gives smart answers.

Each AI might give you different answers.

Trying the same questions out in different programs can be helpful when deciding which one you like the best.

## How to Use the Four AI Programs

You can use these on a computer, phone, or tablet.

Some work in a browser. Some are apps.

#### 1. ChatGPT (OpenAI)

- Website: [www.chat.openai.com](http://www.chat.openai.com)
- App (Application): Search “ChatGPT” in your app store.
- You need to make a free account.

#### 2. Microsoft Copilot

- Website: [www.copilot.microsoft.com](http://www.copilot.microsoft.com)
- App: Search “Microsoft Copilot” in your app store.
- May already be in Word or Excel.
- Needs a free Microsoft account.

### 3. Google Gemini

- Website: [www.gemini.google.com](http://www.gemini.google.com)
- App: Search “Gemini” in the app store. May be inside the Google app.
- Needs a free Google account.

### 4. DeepSeek

- Website: [www.deepseek.com](http://www.deepseek.com)
- Works in your web browser or as an application.
- No account needed to try.

### Free and Paid Versions

You do not have to pay for the version with the extra features. It is important though to know what the differences are between the free and paid versions.

You can read about the differences in the table on the next page. When this course was created in 2025, these were the differences between versions.

Tool Name	Free Version	Paid Version	Cost	Is the Paid Version Easier to Train?
<b>ChatGPT</b>	You can ask questions and chat.	Smarter version. Helps with files, pictures, internet, and more detailed answers.	<b>\$20/month</b>	<input checked="" type="checkbox"/> <b>Yes</b> – it gives better help and examples.
<b>Microsoft Copilot</b>	Works in Edge browser. Can chat and look things up online.	Works inside Word, Excel, and Teams. Helps with writing, math, and job documents.	<b>\$30+/month</b> (business only)	<input checked="" type="checkbox"/> <b>Yes</b> – great for learning work tasks.
<b>Google Gemini</b>	Good for chatting and using with Gmail and Docs.	Smarter help with long documents and emails. Comes with extra Google storage.	<b>\$19.99/month</b>	<input checked="" type="checkbox"/> <b>Yes</b> – better at helping with big tasks.
<b>DeepSeek</b>	Free to use online. Good for simple tasks and troubleshooting.	No regular paid version yet. Mostly for researchers or programmers.	<b>Free</b> or business only. Does give more time in chat window than other free versions.	<input checked="" type="checkbox"/> <b>No</b> – free version is all that is available.

**Activity 2: Try the Same Prompt in Different AI Programs**

Choose one prompt below or make your own. Use the websites from the lesson above.

## MODULE 3: HELPFUL PROMPTS AND TRAINING AI

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Try using the same prompt **in three of the following programs**: ChatGPT, Copilot, Gemini, or DeepSeek.

Example Prompts:

- "Help me write a short cover letter for a retail job."
- "Tell me three great adjectives to describe myself on a resume."
- "Make a study plan for someone starting college."
- "Help me send a message to my boss about needing tomorrow off from work."

### Instructions:

1. Type the same prompt in three of the four AI programs.
2. On the lines below, write down:
  - What you liked about each answer.
  - What you did not like (if anything).
  - Which one was easiest to understand.
  - Which one you felt was most helpful.

Write at least 5 sentences about your experience.

### Consider these questions:

- Did one program give a better answer than the others? Why?
- What changes could you make to your prompt to get an even better answer?

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### Extra Practice: Keep Improving Your Prompts

Try your chosen prompt again on one of the sites but add more details to help the program decide on an answer.

You are training the AI by giving better prompts.

### Checklist: What Makes a Good Prompt?

- Is it clear and specific?
- Does it say who it is for or why?
- Does it ask for the right length?
- Did you ask again in a new way when you did not like the answer?
- Did you keep going instead of starting over?



### Points to Remember

Giving clear prompts helps you get better answers.

Practice makes it easier. You do not need to be perfect; you just need to keep trying and have patience.

If your first try does not work, keep giving directions until the AI gets it right.

The more you work with AI, the more helpful it becomes.

**Paid versions** can be easier to use for training, studying, and learning job skills.

**Free versions** are still helpful for practice, chatting, and simple tasks.

Learning this material will help you to develop skills that can help you with schoolwork and at a job.



Congratulations! You have completed this module. Please finish your Topic Tracking Sheet and move onto the next lesson.

## Module 4: AI and Ethics: Making Responsible Decisions at Work and at School – Tracking Sheet

Please complete this tracking sheet as you learn new information in this module.

If you need more assistance on a topic, check Yes in the *More Learning Required* column and discuss it with your instructor.

Topic	Completed	More Learning Required
What is ethics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Why ethics matter in AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Data privacy and AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Misinformation risks	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bias and fairness in AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Plagiarism and AI use	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copyright and intellectual property	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Real-world examples of AI misuse	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How to use AI responsibly at work and school	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Checking AI outputs for accuracy and fairness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Critical thinking skills and AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
When to use AI and when not to use AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## \* Module 4



### AI AND ETHICS: MAKING RESPONSIBLE DECISIONS AT WORK AND AT SCHOOL



## AI and Ethics: Making Responsible Decisions at Work and at School

Sometimes AI gives wrong answers or uses information that is not up to date, not safe or fair to share.

If we use AI the wrong way, we might hurt someone's privacy, copy someone else's work, or make a mistake at school or work.



This module will help you understand what to look out for when using AI and how to stay safe and responsible.

### What are Ethics and How Do They Relate to AI?

**Ethics** are rules or ideas about what is right and what is wrong behavior. They help us decide how to act fairly, honestly, and responsibly in different situations.

When it comes to **Artificial Intelligence (AI)** ethics means making sure AI is used in ways that are good for and fair to people.

This means:

- **Protecting privacy:** Not sharing personal information without permission.
- **Avoiding bias:** Making sure AI does not treat people unfairly because of their race, gender, age, or background.
- **Being honest:** Making sure the AI gives a correct answer.
- **Helping people:** Using AI to improve lives without causing harm.

### Examples of Good Ethics:

1. **Helping doctors diagnose diseases:** AI can analyze medical images to help doctors find problems faster, helping patients get the right treatment.
2. **Helping people to learn better:** AI can help create learning plans based on each student's needs, so everyone can learn better.
3. **Improving accessibility:** AI can help people with disabilities by converting speech to text, reading text aloud, or describing images to them— making technology easier to use for everyone.

### Examples of Bad Ethics:

1. **Biased hiring:** An AI used to screen job applications that unfairly rejects certain groups of people based on gender, race, or age.
2. **Spreading fake news:** AI creating or sharing false information that confuses or misleads people.
3. **Surveillance without consent:** Using AI to watch or track people without telling them or getting their permission.

### Real-World Examples to Consider

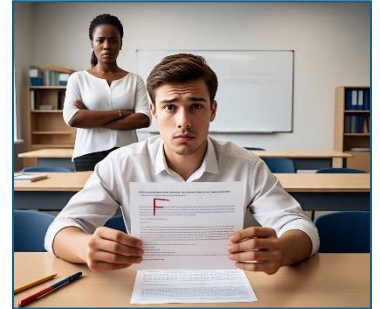
Read the following examples and think about which ones are good or bad uses of artificial intelligence.



1) An employee at a health clinic used AI to write a message for a patient. She included the patient's name and health condition. Later, someone saw the message.

The clinic got in trouble for not protecting the patient's privacy.

2) A student copied a full answer from AI and handed it in for a class. The teacher found out it was not the student's own writing. The student lost marks for plagiarism.



3) An employee used AI to help write a report. They removed names and double-checked the facts. Their manager was happy with their careful and smart use of AI.

4) A student used AI to edit, and fact check an essay made from their own research. The student prompted the program to offer suggestions on how to make the paper better and only used the suggestions that they thought would be helpful.



These examples show how using AI in a smart way can help you but using it carelessly can cause problems.

### Possible Issues with AI

#### 1. Data Privacy



Data privacy means keeping personal and private information safe.

This includes your full name, birthday, phone number, address, health information, passwords, or job details.

AI tools do not forget what you type.

Even if it seems private, the AI could keep and reuse your information. That can be dangerous.

AI is not a safe place to share personal or private stories.

**Work example:** You are writing a customer report and want help. You should say, “I need help writing a report for a customer,” not, “I need help writing a report for Jane Smith, who lives at 22 Main Street.”

**School example:** If you are creating a presentation with a group, put the names of your group members in afterwards and do not mention them in your prompts.

Tip: Keep all names, addresses, and private details out of your AI requests.

## 2. Misinformation



Misinformation means information that is wrong, made-up, or not checked.

AI tools guess what to say based on information online, but sometimes the answer is completely wrong.

Even if the answer sounds good, it might be incorrect.

If you are not careful, you might share wrong information at work or school.

**Work example:** You ask AI for advice about a safety rule, and it gives you the wrong information. This could cause an unsafe work practice that does not follow the correct rules.

**School example:** You ask AI about something new happening in Canada and it guesses based on the information it currently knows because it has only been trained up until 2024.

Tip: Always check the answer using a reliable website, your instructor, or a supervisor.

Read this answer from ChatGPT to learn more about how this could happen:

(Answer given on June 1, 2025)

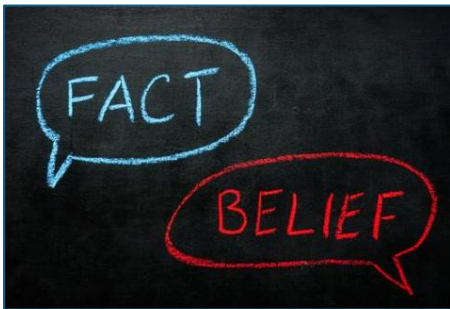
I was trained on data up to April 2023, and I have some built-in knowledge up to June 2024. That means I can confidently provide information up until around mid-2024. However, for anything after that (like late 2024 or 2025), I do not automatically know unless you ask me to look it up using the web tool, which gives me access to current information from the internet.

So:

Confident up to: June 2024

Beyond that: I can look it up in real time if needed.

### 3. Bias



Bias means unfair ideas or actions. AI is trained using real information from the Internet; but people can have unfair ideas.

That means AI may give answers that leave people out or repeat unfair thoughts.

#### What kinds of bias can AI have?

Artificial intelligence learns from information written by people.

Sometimes this information is based on the opinions of others online.

That means the AI can also become unfair.

Here are some simple examples of bias (unfairness) in AI:

- **Cultural bias**

AI might know more about one culture (like American or Canadian culture) and less about others. It may not understand different traditions, languages, or ways of thinking.

- **Gender bias**

AI might guess jobs or roles based on gender. For example, it might think a doctor is a man and a nurse is a woman and that could be untrue.

- **Racial or ethnic bias**

AI might repeat unfair ideas or stereotypes about people from different races or backgrounds.

- **Money or class bias**

AI might think everyone has the same life. For example, an AI could think that everyone owns a phone, has attended college, or drives a car when that is not always the case.

- **Popular opinion bias**

AI often repeats what most people say. It might not show other points of view or smaller voices.

**Work example:** You ask AI to write to discuss traits of “a good worker” for a construction job, and it only gives examples with young men. It should include all people as anyone could be a good worker in that job.

**School example:** You use AI to discuss the culture of a book from a foreign country when it relies mostly on training and Internet sites from North America.

Tip: Ask yourself: “Is this answer fair? Does it leave anyone out?” Try to include all voices.

#### 4. Plagiarism

If you take an answer from AI and do not rewrite it, that could be plagiarism.



## DIRECT PLAGIARISM

Direct plagiarism is the act of copying someone else's work word-for-word without giving proper credit or citation. It involves taking another person's text or ideas and presenting them as your own, without using quotation marks or providing a reference to the original source.



Plagiarism can get you in trouble at school or work.

Many places have strict rules.

You must show your own thinking, not copy something written by someone else.

**Work example:** You are writing a business email. If you copy the AI's words without reading or changing them, you might send the wrong message.

**School example:** If AI writes your whole assignment and you hand it in, that is plagiarism.

**Tip:** Use AI to get ideas, not to do your full work.

Read the answer, then explain it in your own words.

### Is Using AI for Assignments Wrong?



This is a hard question, but the answer is usually **yes**.

Most schools say it is cheating if you use AI to do:

- Assignments
- Tests
- Projects

### Why is it Cheating?

- You are not doing the thinking or learning about the subject yourself.
- You are breaking school rules about doing your own work.
- You miss the chance to build your skills.
- Schools want you to learn, think, and decide what to write.

If you just copy from AI, you are not learning.

### What Should You Do?

Always follow the rules your teacher gives to you.

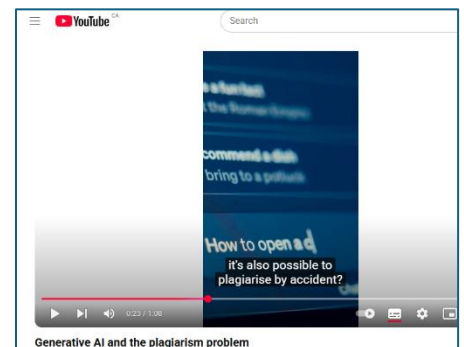
If you are not sure, ask your instructor before using AI.

Being honest means doing your own work and asking for help the right way.

Please use this link:

<https://www.youtube.com/watch?v=gY2OQcNwsis>

Or search “Generative AI and the plagiarism problem” on Youtube.com and watch the short video to learn more about this topic.



## 5. Copyright



Copyright is a law that protects people’s original work like writing, music, art, or photos.

The person who made the work owns it.

You cannot use it without permission.

AI might use parts of other people’s work, like song lyrics or website writing.

If you use that answer in your project or work presentation, you might be breaking the law.

For instance:

- If you write a story, you own the copyright.
- If someone wants to use your story, they need to ask you first.

**Work example:** You use an AI program for a photo for a company brochure you are making without checking if there is a source.

That image might be owned by someone else.

**School example:** AI gives you a paragraph that was copied from a real book. You do not know where it came from and copy and paste it into your paper. The program your instructor uses to check assignments finds that it is someone else's copyrighted work.

Tip: Try to write your own work or search for items under creative commons. Creative commons means that an item is safe to copy and reuse.

**Work example:** AI writes a message to a customer that is confusing. You should change it before sending it.

**School example:** AI gives someone else's researched material for a project. You can read and learn from it but do not just hand it in as it appears.

Tip: Always read and check what AI gives you.

Remember when using AI to always ask yourself:

- Is it correct?
- Is it respectful?
- Is it safe to share?

AI does not always know what is true, safe, or kind.

You must use your judgment and double-check the information.

Check for mistakes, hurtful words, or anything that could be private or unsafe.

**Activity 1: When to Use AI and When Not To Use AI**

Read each real-world situation. Decide if it is a good time to use AI. Then explain why or why not.

Situation	✓ Okay to Use AI?	X Not Okay to Use AI?	Why or Why Not?
1. You are writing a cover letter and need help with wording.			
2. You want to ask AI for help writing a text to your friend about a personal problem.			
3. You are doing a school project on a news topic and need facts.			
4. You want to create a workplace poster with safety tips.			
5. You are trying to explain a personal story in your assignment and want AI to rewrite it with larger words.			

**Activity 2: Double-Checking Information**

Ask an AI tool (like ChatGPT) a question.

Pick something you would use for work or school.

Follow these steps:

1. Write the question you asked.
2. Copy the answer.
3. Read it carefully. Is it correct? Fair? Safe?
4. Fix anything that sounds wrong, biased, or too private.
5. Rewrite the AI’s answer in your own words.

The question:

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What changes should you make?

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The answer in your own words:

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### **What Are Critical Thinking Skills?**

Critical thinking means using your brain to think clearly and make smart choices.

You make many choices every day.

Some are easy. Some need more thinking.

Critical thinking means you:

- Think before you act
- Use facts
- Ask good questions
- Are open to other ideas

## AI and Critical Thinking



AI tools can help with writing or learning. But if you let the AI do all the work, your brain cannot get stronger.

Your brain is like a muscle. It needs practice!

Use AI to help you, but do not forget to think for yourself.

### Story: The Fox and the Grapes

One day, a hungry fox saw some grapes high on a vine.

He jumped, but he could not reach them.

He tried to climb the vines, but he was too heavy.

He stopped and thought.

He searched and found some stones.

He made a small pile.

He still could not reach the grapes.

He found more stones and made the pile higher.

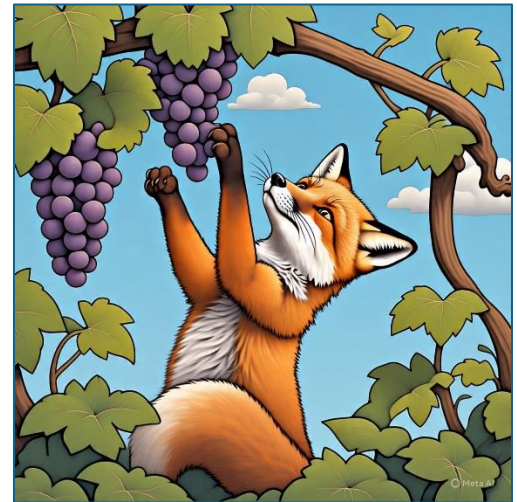
He stood on the stones and reached the grapes.

The fox showed **critical thinking skills**.

What did the fox do?

- He saw the problem
- He tried something that did not work
- He stopped and thought
- He did not give up
- He found a new way
- He solved the problem

That is critical thinking.



## Your Own Thinking Skills vs. AI

AI and your brain can work together. Thinking skills and tools like ChatGPT can support each other if used wisely. However, there are times when thinking skills are better.

Let us look at some key skills and compare how they work with humans versus AI.

Each skill includes real examples from work, school, and the trades.

Skill	What It Means	Why Human Thinking Is Better	Work Example	School Example	Trades Example
<b>1. Problem Solving</b>	Solving real problems by thinking and making smart choices.	People understand feelings, body language, and real-life situations.	A hotel worker sees that a guest is upset and offers a quieter room and a free breakfast.	A student is failing, so they ask for help and plan to improve.	A plumber finds a hidden leak and fixes it using what they have learned on the job.
<b>2. Creativity</b>	Thinking of new ideas. AI follows patterns, but people can think outside the box (think more creatively).	People can imagine new things and create from their own lives.	A childcare worker creates a fun indoor scavenger hunt on a rainy day.	A student writes a story based on a dream they had.	A hairstylist mixes styles to give a client a unique haircut.
<b>3. Adaptability</b>	Changing plans when something unexpected happens.	People can react fast and use common sense when things change.	A cashier keeps the line moving when the payment system breaks.	The power goes out, but a student keeps working using their phone light and paper.	A carpenter changes tools when told to use a different type of wood mid-project.

<b>Skill</b>	<b>What It Means</b>	<b>Why Human Thinking Is Better</b>	<b>Work Example</b>	<b>School Example</b>	<b>Trades Example</b>
<b>4. Ethics</b>	Knowing right from wrong and making good choices.	People have feelings, morals, and can care about safety and fairness.	A care aide reports a co-worker skipping safety steps.	A student sees test answers online but chooses not to cheat.	An electrician fixes unsafe wiring even though it takes more time.
<b>5. Communication</b>	Talking clearly about what you understand.	People can explain in a way others understand and adjust based on questions.	A receptionist explains a form well because they have done it before.	A student presents a project and answers questions with confidence.	An apprentice explains how they fixed a furnace because they did the work themselves.
<b>6. Learning Process</b>	Learning by doing and thinking. If AI does everything, you do not learn much.	People get better by trying, making mistakes, and thinking through problems.	A chef practices cooking a new dish instead of just reading a recipe.	A student writes their own short essay and learns how to improve based on the teacher's comments.	A new roofer learns how to lay shingles from watching their coworker.
<b>7. Human Connection</b>	People respect when you do your own thinking and work.	People trust and connect with others who try, learn, and think for themselves.	A new worker asks questions and learns from a co-worker.	A student shares their ideas and helps during a group project.	An apprentice asks their trainer for advice and builds trust.

AI is a great tool, but your brain is your best tool.

**Activity 3: Reflection Writing**

Answer these questions in full sentences

1. Why is it important to think for yourself?

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2. What are some things that AI cannot do well?

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**Activity 4: Choose the Right Word**

Use the words in the box to complete the sentences.

**Word Box:**  
grapes rocks think muscle decisions

**Sentences:**

1. Critical thinking helps you make good \_\_\_\_\_.
2. The fox could not reach the \_\_\_\_\_.
3. He made a pile of \_\_\_\_\_.
4. Your brain is a \_\_\_\_\_ that needs exercise.
5. AI can help, but do not forget to \_\_\_\_\_.

**Activity 5: True or False**

Write True or False beside each sentence.

1. AI should always do your thinking. \_\_\_\_\_
2. Asking questions is part of critical thinking. \_\_\_\_\_
3. People can solve real-world problems better than AI. \_\_\_\_\_
4. Using your brain helps you grow your skills. \_\_\_\_\_

**Activity 6: When to Use Your Own Thinking vs. AI**

Instructions: Read each question below.

Think about whether AI can give a perfect answer or if you need to use your own brain and experience instead.

Check the box for your answer and explain why.

Question	AI Can Give a Perfect Answer? (Yes / No)	Why or Why Not? (Write or Discuss)
1. Should I tell my boss if a coworker is stealing food?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. What is the best way to greet someone at work in Canada?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. How do I fix a leaking pipe behind a wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. What career should I pick for myself?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. What should I do if a customer is angry and yelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Can you write a goodbye letter to a friend who is moving away?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Go to the AI site that you liked best from the last module.

Use the prompt window and ask each of the 6 questions above.

a) Which ones were fine as they were (write the **question numbers** on the lines below)?

\_\_\_\_\_

b) Which ones needed more work to get a good answer (write the **question numbers** on the lines below)?

\_\_\_\_\_

c) Choose an AI and ask it the questions from the exercise above to see how the AI responds.

Were your yes or no answers in the table, correct?

Discuss what you found out on the lines below.

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**Review Activity: Vocabulary Matching**

Match the words on the left with the correct definitions on the right.

Write the letter of the definition next to each word.

Words	Definitions
1. Ethics _____	A. Telling the truth and giving correct information.
2. Privacy _____	B. Laws that protect creators' work from being copied without permission.
3. Bias _____	C. Copying someone else's work and saying it is your own.
4. Honesty _____	D. Rules about right and wrong behaviour.
5. Misinformation _____	E. Not sharing personal information without permission.
6. Plagiarism _____	F. Not treating people fairly because of race, gender, or background.
7. Copyright _____	G. False or wrong information that confuses people.



Congratulations! You have completed this module. Please finish your Topic Tracking Sheet and move onto the next lesson.

## Module 5: Using AI at Work - Topic Tracking Sheet

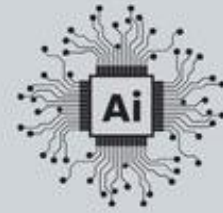
Please complete this tracking sheet as you learn new information in this course.

If you need more assistance on a topic in the tracker, simply check **Yes** in the **More Learning Required** column and discuss it with your instructor.

Topic	Completed	More Learning Required
What is AI and how it can help at work	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Real-world examples of AI use at work	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Writing clear questions and requests for AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using AI to write, translate, and schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copying and pasting AI answers into documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pasting information and making tables and charts in documents	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Thinking for yourself vs. relying on AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Matching AI tasks to different job roles	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prioritizing office tasks with AI help	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Summarizing information with AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



## USING AI AT WORK



### Module 5: Using AI at Work

Artificial Intelligence (AI) is a computer tool that can help you write, translate, plan, and solve problems.

AI can help in many jobs, like cleaning, cooking, customer service, and office work.

AI cannot do your job for you, but it can support you at work.

For example, AI can help you write a work email, suggest ideas for a project, or show you how to fix something step-by-step.

Here are some real-life examples of how people use AI at work:

- **Cover Letter Writing:** A person looking for a job types "Write a short cover letter for a cleaning job" into ChatGPT. AI gives them a simple example.



The person then edits it and uses it in their job application.

- **Translation:** A hotel worker needs to say, "We will clean your room at 2 p.m."



They use an AI tool to translate that sentence into a guest's language, like Arabic or Tagalog.

- **Scheduling:** A childcare manager types, "Make a weekly schedule for 4 workers" and types in the available hours for each person.



AI gives them a schedule that they can change or improve.

- **Help with Data Entry:** An office worker asks, "How do I enter hours into a spreadsheet?"

AI gives them clear, step-by-step instructions on how to use the spreadsheet.

**Brainstorming:** A cook asks, "Give me 5 fun ideas for vegetarian lunch specials this week."



AI gives them some creative menu ideas.

- **Training and Safety:** A new cleaner types, "How do I use a floor waxer safely?"

AI gives them safety tips in steps that they can remember easily.

- **Customer Service:** A retail worker writes, "What should I say to a customer who is upset about a broken television still under warranty?"



AI gives them polite and helpful words to use.

- **Presentations:** A worker asks, "Make a title slide and script for a safety meeting."



AI gives them ideas that they can use.

- **Troubleshooting:** A worker asks, "I cannot change the font colours in my Excel spreadsheet, can you give me the most likely reasons why this is happening?"



AI gives them ideas of what the problem could be and how to fix it.

### What Can AI Make for You?

You can ask AI tools like ChatGPT to create many kinds of helpful files.

For example, you can type:

- “Turn this information into a Word document.”
- “Make a PowerPoint file about kitchen safety.”
- “Create a short PDF report using these points.”

Please read the table to learn more.

File Type	Description	Created By
<b>Word Document (.doc or .docx)</b>	A file you can write and edit, like a report or letter.	Microsoft
<b>PowerPoint (.ppt)</b>	A file used to make slideshows for meetings or presentations.	Microsoft
<b>PDF (.pdf)</b>	A file you cannot easily change or edit, good for printing or sharing with others.	Adobe

You can also copy the information that AI gives you and paste it into an email, into Word or into PowerPoint.

Some AI tools can even give you a download link directly.

### How to Copy and Paste Text into an AI Prompt

#### Step 1: Select (Highlight) the Text

How to drag and select text with a mouse:

- a) Move your mouse pointer to the **start** of the text you want to copy.
- b) Press and **hold down the left mouse button**.

- c) While holding the button, **drag your mouse across the text** you want to select. The text will change color (usually blue).
- d) When you have highlighted all the text you want, **release the mouse button**. The text is now selected.

If you are using a touchscreen:

- 1. Tap and **hold your finger** on the first word you want to select.
- 2. You will see markers (small circles) appear around the word.
- 3. Drag these markers to select more text.

### Step 2: Copy the Selected Text

- Right-click directly on the highlighted text and choose **Copy**
- OR press **Ctrl + C** (Windows) / **Cmd + C** (Mac) on your keyboard to copy.

### Step 3: Paste the Copied Text into the AI Prompt

- 1. Click inside the AI prompt box where you want to paste.
- 2. Right-click and choose **Paste**
- 3. OR press **Ctrl + V** (Windows) / **Cmd + V** (Mac) on your keyboard.

### Step 4: Check and Submit

Make sure the text you pasted looks correct, then send your prompt.

### Activity 1: Match the AI Use to the Job

Draw a line or write the correct number to match the AI task to the job.

A. Write a cover letter for a cleaning job.	1. Daycare Worker
B. Translate a short message for a guest.	2. Hotel Housekeeper
C. Create a fun snack menu.	3. Cook
D. Plan daily activities for children.	4. Job Seeker
E. Write kind words to a complaining customer.	5. Retail Worker

## Tips: Using AI to Help with Work Tasks

Using AI is easy. Just type in a clear and simple question or request.

Instead of typing: "I do not know what to do for a meeting next week."

Try typing: "Give me 3 ideas for a short safety meeting."

You can use AI to:

- Write short work messages
- Organize your tasks
- Explain something you do not understand but need to know for your job.

## Activity 2: Try Using AI for a Work Task

1. Pick one task below and type it into ChatGPT or another AI tool.

- "Write a short note to a customer who is angry about a late order."
- "Translate 'Please wear your safety gear' into Somali."
- "Give 3 ideas for posters about kitchen safety."
- "Make a 3-day schedule for Ray (mornings), Rosa (evenings), and Kevin (weekends)."

2. Write the question that you chose to type:

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3. Summarize (briefly talk about) the answer you got here:

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4. Was the answer helpful?  Yes  No. Why or why not?

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### Activity 3: Copy and Paste Practice

Being able to copy and paste is an important digital skill.

You may need to copy answers from AI into a Word document, email, or training worksheet.

Steps to Copy and Paste:

1. Ask AI one of the questions from Activity 2.
2. Highlight the answer with your mouse.
3. Right-click directly on the highlight and choose "Copy" from the menu.
4. Open Word, Google Docs, or Notepad (ask your instructor if you need help with this).
5. Right-click and choose "Paste" from the menu.

**Note:** Once you feel confident with copying and pasting, please ask your instructor about Milestone 225.

### Thinking for Yourself at Work vs. AI Help

At work, AI cannot understand feelings or body language.

Sometimes, AI gives answers that are not correct.

You still need to think for yourself.

Example:

- A plumber asks, "How do I fix a leaking pipe behind a wall?" AI gives steps, but only a trained plumber would know how to do it safely.

- A cashier asks, "How do I deal with a customer who is yelling?" AI can give kind words, but only the cashier knows what responses will feel right in the moment.

Artificial intelligence is not a good replacement for proper training or for understanding feelings.

**Activity 4: AI or Human Thinking?**

Is it good to use AI in these situations? Check **Yes** or **No** and explain your answer

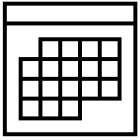
Question	Yes	No	Why?
Should I tell my boss if a coworker is stealing food?			
What is the best way to greet someone at work in Canada?			
How do I fix a leaking pipe behind a wall?			
What career should I choose?			
What do I say to a customer who is yelling?			

**Activity 5: Review – True or False**

Write True or False next to each sentence:

1. AI can help translate short work messages. \_\_\_\_\_
2. You should let AI do all your thinking. \_\_\_\_\_
3. AI tools can help you write resumes. \_\_\_\_\_
4. You never need to check AI answers. \_\_\_\_\_
5. AI can help, but you must still think for yourself. \_\_\_\_\_

### Activity 6: Using AI to Prioritize Office Tasks



AI can help you decide what task to do first. This is called prioritizing.

You can ask AI to organize your list by importance or time.

Example:

You type into ChatGPT: “Help me prioritize these office tasks: reply to emails, print tomorrow’s report, answer the phone, restock supplies.”

AI might answer:

1. Answer the phone
2. Reply to emails
3. Print tomorrow’s report
4. Restock supplies

It explains that phone calls are urgent, and the report is not needed until the next day.

Please use the tasks on the next page and try this yourself.

#### **Step 1: Consider these office tasks.**

- Book a meeting for next week
- Refill the printer paper
- Answer a customer email
- Clean your desk
- Help a coworker who needs help right now
- Set up interview candidates for the interview slots in three days.

#### **Step 2: Type them into ChatGPT or another AI tool in the way shown below.**

“Help me prioritize these office tasks: Book a meeting for next week, Refill the printer

paper, Answer a customer email, Clean my desk, Help a coworker who needs help right now, and set up interview candidates for the interview slots in three days.”

**Step 3: Ask the program why it set the priorities in this way.**

Step 4: Do you agree with how the AI set the priorities? [ ] Yes [ ] No

Why or why not?

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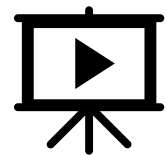
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### Activity 7: Preparing a Presentation

1. Go to [www.chatgpt.com](http://www.chatgpt.com)  
In the prompt, write the following: “Can you create a presentation for me on WHMIS to prepare workers on a factory line to take the online course.”
2. Look at the answers that ChatGPT gives you.
3. If you wish, you can ask the program to make it into a PowerPoint presentation for you.
4. Show the presentation to your instructor.



Congratulations! You have completed this module. Please finish your Topic Tracking Sheet and move onto the next lesson.

## Module 6: The Future of Artificial Intelligence — Topic Tracking Sheet

Please complete this tracking sheet as you learn new information in this course.

If you need more help on a topic, check **Yes** in the “More Learning Required” column and talk about it with your instructor.

Topic	Completed	More Learning Required
What AI can do now and what it may do in the future	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Future jobs that might use AI	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where to go for free digital learning and support	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using AI tools like ChatGPT for research	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How AI is used in art, movies, and TV	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What deepfakes are and how to spot them	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using an AI image generator like Craiyon	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Making a personal digital learning plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Module 6: The Future of Artificial Intelligence

In the past, AI could only do small tasks like checking spelling or playing games. Now AI can write reports, answer questions, or help in hospitals and schools.

In the future, AI may:

- Make important scientific discoveries
- Drive cars
- Monitor the environment
- Make workplaces faster and safer

Computer scientists say AI will grow, but humans are still needed to guide it, fix it, and make smart decisions.



## Future Jobs That May Involve AI

Read the information in the table for some examples of future jobs working with artificial intelligence.

Future Job	What It Might Involve
AI Assistant Trainer	Teaching AI to give better answers
Remote Equipment Monitor	Watching machines and reporting problems
AI Customer Support Helper	Checking chatbot answers for quality
Digital Safety Checker	Helping AI detect frauds or unsafe content
AI Learning Coach	Helping students use AI in schools
Smart Home Technician	Installing smart thermostats, cameras, etc.

## How Can We Prepare for a Digital Future?

As AI becomes a bigger part of work, learning, and everyday life, it is more important than ever to feel confident using technology.

You do not need to know everything about technology right away. You can start by building small digital skills, one step at a time.

These skills will help you do research, use AI tools, take online courses, apply for jobs, and keep up with changes at work or in your community.

Everyone can learn these skills, no matter their age or experience.

## What Digital Skills Can You Work on Now?

Skill	What It Helps You Do
Using a Mouse and Keyboard	Type, click, scroll, and move items on screen
Opening and Saving Files	Keep track of your work and find it later

Using Email	Communicate with others, attach files, stay organized
Joining Video Calls	Use Zoom, Teams or Google Meet for meetings and learning
Searching the Internet	Find answers and resources quickly
Using AI Tools	Ask questions, get help with tasks, practice skills
Taking Online Courses	Learn new digital skills and learning how to use eLearning programs.

### Digital Information and Support

There are many places where you can find support when learning new skills. The list below shows some of your options.

Remember it is okay to share your goals with others and ask for advice or ask questions.

Being resourceful means knowing how to find answers, solve problems, and keep trying.

#### Tips for Staying Resourceful When Learning About Technology

- Ask clear, simple questions
- Keep notes about what worked
- Do not give up
- Try a new tool or website when one does not help

Place	What You Can Do There
YouTube	Watch beginner videos about AI and technology
Google Search	Type a question, for example: “What is AI in simple words?”
Public Libraries	Free Internet, workshops, and help from staff

LBS Classrooms	Learn digital skills with the support and guidance of an instructor
LBS Online Courses	Free Ontario courses for adults, on sites like <a href="https://sfs.cesba.com">sfs.cesba.com</a> or <a href="https://learninghub.ca">learninghub.ca</a>
Other Online Learning Sites	Coursera, Khan Academy, LinkedIn Learning. Alison.com
A Friend or Coworker	Ask someone who uses AI tools
AI Chatbots (like ChatGPT)	Ask for help, ideas, or simple explanations

### Using AI for Research and Support

People will use artificial intelligence tools more often to research information that they need to learn.

Research means looking for answers, learning new things, and checking facts.

In the past, people had to search through books or read many, long websites.

Now, AI tools like ChatGPT can help you research faster and more easily.

When you do research with AI:

- You **ask a question** (type in a prompt)
- The AI gives you a quick explanation, list, or ideas
- You decide what information is most helpful
- You can ask follow-up questions to learn more
- You still use your own judgment to decide what to trust



### Why Is This Skill Important?

Learning how to research with AI helps you:

- Find information for school or work
- Learn about new careers or training
- Better understand information in areas like AI, health, money, or safety
- Ask better questions and become more confident with technology

You can even do research about the future of artificial intelligence.

If you are not sure what to ask or where to start, that is okay.

Read the information below for some helpful ideas.

### Helpful Prompts for Researching the Future of AI

Prompt Type	Try This Prompt	What It Helps You Learn
<b>Simple</b>	“What is the future of AI in Canada?”	Overview
<b>List</b>	“Give me 5 ways AI might change work in the next 10 years.”	Quick ideas
<b>Jobs</b>	“What jobs might exist because of AI?”	Career planning
<b>Sector</b>	“How might AI help in farming or health care?”	Topic-specific info
<b>Compare</b>	“How is AI used now vs. how it could be used in 2035?”	Present vs. future
<b>Learning</b>	“What Canadian courses can help me learn about AI?”	Next steps
<b>Opinions</b>	“Are people more worried or hopeful about AI?”	Different views

**Activity 1: AI Research**

Pick a future job in artificial intelligence from the list in this module. Go to ChatGPT. Choose a prompt that asks to learn more about this job.

What prompt did you use?

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**Activity 2: Explore a Topic of Interest**

Pick two topics from the list below. Then ask a new question in the AI program of your choice.

Topic Ideas

- AI and farming
- AI and public safety
- AI and climate change
- AI in education or training
- AI in small businesses

My Topic	My Prompt	What I Learned
		1.
		2.

Now, write about what you learned.

Write 3 to 5 sentences for each prompt in your own words.

Example:

“I asked ChatGPT how AI is used in farming. It said AI can help tractors drive themselves or test soil. I did not know that before! Now I want to learn more about AI and the environment.”

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## AI in Art, Movies, and Television



AI is not just for work or research.

It is also changing how people create and enjoy art, music, movies, and TV shows.

It will be interesting to see what the future holds for the arts now that there is so many things that AI can be used to create.

This can be exciting and creative, but it can also be risky if we are not careful.

## Using AI to Create Images

Artists use AI to help make pictures, posters, music, and videos. With free tools like Craiyon.com, anyone can type a sentence like “a cat dancing on a cloud,” and the AI will create a picture.

● 1,735 Creating AI art

a cat dancing on a cloud



AI created image.

Some artists like using AI to get ideas quickly.

Others are worried that AI might copy parts of real artists' work without asking.

### **AI in Movies and TV**

Entertainment companies also use AI to save time and money.

AI can help add special effects, change backgrounds, and even change how actors look.

Here are some real examples:

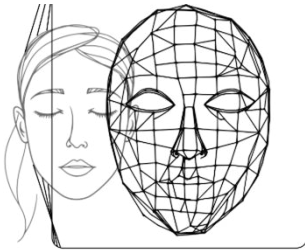
- In *Star Wars: Rogue One*, AI was used to bring back the face and voice of an actor (Peter Cushing) who had passed away.
- In *The Mandalorian*, AI made Luke Skywalker look young again using an actor and special AI tools.
- In *Indiana Jones 5*, AI made Harrison Ford look like he was in his 30s, even though he is in his 80s.
- In superhero movies like *Avengers: Endgame*, AI helped create fast action scenes and mix special effects more easily.

Even though artificial intelligence opens up new possibilities for the entertainment world and can help save the amount of money spent on films and television, there are actors that are worried about how AI is being used.

They are concerned about not being asked before their images are used.

They want new rules so people cannot use their faces or voices without permission.

### Deepfakes



AI can also make fake videos that look very real.

These are called **deepfakes**.

A deepfake is when a computer copies someone's face or voice and makes a video of them doing or saying something they never actually did.

These fake videos can be confusing, misleading, or even dangerous.

As technology advances, telling what is real and what has been created might become more difficult for people.

Some real life examples:

- In 2018, filmmaker Jordan Peele created a deepfake video of Barack Obama. In it, AI is used to make it appear as though Obama is saying things he never said like calling Donald Trump "a total clown."

The purpose was educational: to **show how realistic fake videos can be** and to warn people about them

- In early 2021, AI deepfakes of actor Tom Cruise went viral on TikTok, gathering over 11 million views.

These videos took weeks of work to make and fooled many people.

- During the January 2024 New Hampshire primary in the U.S., thousands of voters received robocalls that sounded like President Joe Biden urging them not to vote that day.

These calls used AI-generated audio made to sound like Biden

**Be Careful with AI Videos and Recordings**

Deepfakes are sometimes used for fun, but they can also be used to lie, to scam, or to trick people. It is important to think before you believe or share a surprising video.

Here are some tips:

- Check where the video came from. Trusted news sites are safer than random social media accounts.
- Look closely at the face and mouth. Deepfakes often have strange blinking or mouth movements.
- Use your judgment. If something seems too strange to be true, it might be fake.

**Activity 3: AI Art Activity**

Type this address into your address bar:

Craiyon.com

Choose **two** fun prompts to create your own picture.

For example: A mouse eating a big block of cheese\_



Which prompts did you choose? How did your pictures turn out?

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**Activity 4: Create a Personal Learning Plan**

Now that you have read about ways to improve your digital skills, consider what you might want or need to learn to do so.

Please read the table below for examples of a digital learning plan.

1. Pick one thing that you would like to learn next about technology and write it in the diagram below the table.

What I Want to Learn	Where I Can Learn It	When Will I Start
How to research with AI	ChatGPT and YouTube	Today
How to create AI art	Craiyon.com	This week
Learn about future jobs	ChatGPT	Monday

What I want to learn

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Where can I learn it

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When will I start

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2. Why did you choose this as your first learning goal item?

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**Activity 5: Be a Deepfake Detective**

**Step 1: Read This Situation**

Fatima is scrolling through social media and sees a video of a Canadian politician saying something shocking about a new law.

The politician’s mouth moves a little strangely, and the background looks blurry. There are also odd pauses in the person’s speech, like the words were put together in a strange way.

Fatima has seen this person many times on the news and in interviews, and they have never spoken or acted this way before.

The video does not look like something that would be shown on a trusted news site. The person who posted the video says:

“They do not want you to see this! Share it before it gets deleted!”

Fatima is not sure what to do. It looks real enough but something just does not seem quite right.

**Step 2: What Should Fatima Do?**

**Circle YES or NO. Then explain why.**

Action	Yes, or No?	Why or Why Not?
Share the video right away with her friends	YES / NO	
Try to search online to see if it is real	YES / NO	
Ask a teacher, friend, or use an AI like ChatGPT	YES / NO	
Post the video to her social media account.	YES / NO	

**Step 3: Look for Red Flags**

**Write down 3 things from the story that made Fatima suspicious.**

Example: “The politician’s mouth did not move normally.”

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Step 4: Write Your Own Advice**

Write 3 or more short sentences offering advice for someone who sees a deepfake online. Your advice:

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**Step 5: Try It with an AI Tool**

Use ChatGPT to ask:

“How can I tell if a video is a deepfake?”

Write down 1 or 2 tips that the AI program gives you:

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Congratulations! You have completed this module. Please finish your Topic Tracking Sheet and move onto the final tasks for this course.

## Culminating Tasks

Congratulations on completing the artificial intelligence course.



Please **complete two** of the following four tasks to show your understanding of the material you have learned in this course.

Afterwards, please share your work with your instructor.



### Task 1: Workplace Communication



**Scenario:** You are organizing a retirement party for your boss, John Harper. John has dedicated 35 years to the company, starting in the mailroom when he was 25 and advancing to a position in management.

## END OF COURSE CULMINATING TASKS

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The boss also holds a winter party for staff every year where he always dresses up in ugly sweaters to make the staff laugh.

When the company has golf tournaments, John always dances when he makes a great drive or putt.

He is known for being kind, and helpful.

He always encourages his staff to put their families first.

He often surprises staff with coffee or treats.

You feel that your boss deserves a heartfelt send-off.

**Task:** Use AI tools to draft a short, professional, and personal speech introducing your boss at the retirement event. Make sure to enter these details in your prompt.

**Note:** Remember what you have learned about not including personal details like names and addresses into a prompt.

### Skills Demonstrated:

- Using AI to draft a speech
- Personalizing AI-generated content
- Public speaking and presentation skills

Copy and paste the speech into a document program like Word or Google docs or into an email to send to your instructor. Remember to add your boss' name into the speech.

### Task 2: Interview Scheduling and Prioritization



**Scenario:** You need to schedule interviews for an Office Administrator position.

The four applicants have different experience levels and availability.

## END OF COURSE CULMINATING TASKS

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- Kenji Patel: 12 years' experience; available all day Wednesday
- Maria Khan: 10 years' experience; available Monday and Wednesday mornings only
- Andre Blake: 6 years' experience; available all mornings
- Lana Ortiz: 2 years' experience; available any day except Thursday

### Tasks:

1. Use AI to create an interview schedule that ranks applicants from most to least experienced and fits their availability.
2. Find a day when all applicants can attend an interview on the same day, if possible.

### Skills Demonstrated:

- Prioritizing
- Using AI for scheduling and planning
- Organizational skills

### Task 3: Academic Research



**Scenario:** You are studying international trade and want to learn the main imports and exports of several countries.

**Task:** Use AI to research the top import and export goods for **Canada, China, Germany, and Brazil**.

Ask AI to make a table for the information and to write a brief summary looking at any trends or interesting points about these goods.

**Skills Demonstrated:**

- Research and information gathering
- Data organization and analysis
- Summarizing and critical thinking

**Task 4: Editing Work with Artificial Intelligence**



**Scenario:** Improving a paragraph.

Write a paragraph about your experience learning about AI in this course.

Make sure your paragraph is at least 4 to 5 sentences long.

**Task:** Use AI to edit the paragraph for grammar and clarity. Then ask in the prompt for the program to further improve the flow and message.

**Skills Demonstrated:**

- Grammar and spelling correction
- Using AI for editing assistance
- Writing improvement

After using AI for edits and suggestions, do you feel the paragraph is better now? Or do you feel that it is not as good? Please explain your answer.

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