

AI Acceleration programme

Study Mode: Part Time

Is this course right for me?

AI Acceleration programme - our brand new FREE 12 week course

- Want to improve your knowledge of AI?
- Keen to support others in adopting AI?
- Want to upskill?
- Looking to change career?

If you already know the basics of AI and want to learn more, or are keen to inspire others to embrace the power of AI, this course for you!

The programme is split into four phases:

- Phase 1 - Foundation and Responsible AI (weeks 1-3)
- Phase 2 - Tool Mastery and Data Hygiene (weeks 4-6)
- Phase 3 - Advanced Applications (weeks 7-9)
- Phase 4 - Cascade and Leadership (weeks 10-12)

Entry Requirements

- Resident in a West Midlands postcode area
- Good standard of English language skills
- Have an individual income of less than £35,000

What will I learn?

Each week you will cover a different module:

- Getting oriented with AI
- Copilot deep dive – prompting that works at work
- AI ethics and bias in the public sector, & public sector equality duty (PSED)
- Tool mastery & data hygiene
- Emails and communication workflows (Outlook, Teams & Edge)
- Copilot in M365 apps (Word, Excel & PowerPoint)
- AI use case surgery
- Making sense of data, insights and reporting
- Creating agents with Microsoft Copilot Studio
- Automating workflows with Copilot + Power Automate
- AI use case surgery
- AI readiness & embedding workflows

This course can be customised to align with your personal interests and the specific skills you would like to develop.

What skills will I gain?

How will I be assessed?

What can I do next?

Delivery

Location:

Start Date:

Day:

Time:

Course Fee:

Course Code: EMP

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Apply online: www.wolvcoll.ac.uk/apply