Applied AI Literacy at Work: From Awareness to Everyday Judgment

Course FAST-01 · 6 hours · Instructor: Wadood Chaudhary · Presented by 7formations

Session 1. What AI is doing when it answers you (2 hours)

- Opening, attendance, data rules read aloud
- Ten-minute literacy self-check (DOL floor) and how this course goes past it
- How generative AI predicts text; why it sounds sure when it is wrong
- Where AI already shows up in their tools (email, phones, spreadsheets)
- **Lab 1: Personal AI Use Map, draft 1 (sort own tasks into fit / care / no).**

Session 2. Checking the work and protecting the data (2 hours)

- Spot-the-error drill with fictional Pioneer Valley Mutual answers
- The four-step check: source, facts, numbers, tone
- Data that never goes in: customer personal information (G.L. c. 93H), PHI, confidential business data
- Employer policy walk-through (the employer's or a model policy)
- **Lab 2: Data sorting game and a checked draft with keep / fix / discard decision.**

Session 3. Using it on your job tomorrow (2 hours)

- Three prompts for three real task types, built live in the approved tool
- Peer review in pairs using the four-step check
- Teach-back: explain one limit to a new hire
- Final applied task and completion check
- **Lab 3: Final applied task and finished AI Use Map with workstation checklist.**

Worksheets and deliverables

- W1 Personal AI Use Map
- W2 Four-Step Check log (3 drafts)
- W3 Data sorting scorecard
- W4 Three tested prompts
- W5 One-page workstation data-safety checklist (take-home)

Attendance and completion

- Attendance is recorded at the start and end of every session (live virtual: platform attendance log plus an instructor roll call or poll; in-person: signed sheet).
- A trainee must attend 100% of instructional hours. A missed session may be made up by attending the same session in another scheduled cohort within 30 days; the make-up is logged the same way.
- A trainee must submit every required lab deliverable and score 'Meets' on the final applied task.
- Each completion record is tied to the trainee, the employer FEIN, and the course number, and is kept for the contract retention period.
- Incomplete trainees are not reported as completions and are not billed to anyone. FAST AI pays for completions only; employers and trainees are never charged.
- Optional asynchronous pre-work (under 10% of course time) is supplemental, is not counted as instructional hours, and never substitutes for a live session.

Assessment rubric

Each criterion is scored Not yet / Meets / Strong. Completion requires Meets on every criterion for the final deliverable (resubmission allowed within the course window).

Criterion	Meets standard
Task fit judgment	5+ own tasks rated with a correct, reasoned fit
Output checking	Four steps applied; at least one error found and handled
Data protection	All 'never' items identified; no restricted data in any prompt
Applied prompt	Prompt runs on a real task type and the result is usable after review