FAST-06 Reading List: Occupation-Specific AI Role Labs

Provider: 7formations | Course: FAST-06 | Instructor: Wadood Chaudhary | Links verified by fetch or search as of Oct 2026

Session readings apply to every track. Track readings follow in the session 2 block; read the ones for your occupation. Several role-specific sources from earlier drafts were dropped because their pages no longer exist (see Link verification). All listed sources are free.

How to use. Required readings take 20 to 45 minutes per session and are done before (or right after) the session they support. Optional readings go deeper. 'Living page' means the publisher updates it continuously; read the current version. Reading times are estimates for the parts that matter to this course, not the whole document.

Session 1: Your job's top ten tasks

Required

- **O*NET OnLine**
  Publisher: U.S. Department of Labor, Employment and Training Administration (O*NET program) | Date: Living database | Reading time: about 15 min
  URL: https://www.onetonline.org/
  Why read: Look up your occupation's task list and compare it with your top ten; it often reminds you of tasks you forgot.
- **Training and Employment Notice 07-25: The U.S. Department of Labor's Artificial Intelligence Literacy Framework**
  Publisher: U.S. Department of Labor, Employment and Training Administration | Date: February 13, 2026 | Reading time: about 15 min
  URL: https://www.dol.gov/agencies/eta/advisories/ten-07-25
  Why read: The U.S. Department of Labor's AI Literacy Framework (TEN 07-25): the workforce-system view of what AI literacy means on the job.
- **201 CMR 17.00: Standards for the Protection of Personal Information of MA Residents**
  Publisher: Mass.gov, Office of Consumer Affairs and Business Regulation | Date: Regulation page dated 10/19/2017 (in force since 2010) | Reading time: about 15 min
  URL: https://www.mass.gov/regulations/201-CMR-1700-standards-for-the-protection-of-personal-information-of-ma-residents
  Why read: Massachusetts 201 CMR 17.00: the definition of personal information behind every role's never-enter list.

Optional

- **Pay Transparency in Massachusetts (Attorney General guidance and FAQs)**
  Publisher: Mass.gov, Office of the Attorney General | Date: Effective October 29, 2025; FAQs revised November 13, 2025 | Reading time: about 15 min
  URL: https://www.mass.gov/info-details/pay-transparency-in-massachusetts

Why read: HR track: the Attorney General's guidance on pay ranges in job postings (employers with 25+ MA employees, since October 29, 2025).

- **Navigating the Jagged Technological Frontier (Dell'Acqua et al.), HBS Working Paper 24-013**
  Publisher: Harvard Business School | Date: September 2023 | Reading time: about 20 min
  URL: https://www.hbs.edu/faculty/Pages/item.aspx?num=64700
  Why read: Why AI helps on some tasks and hurts on others, so rating each task matters.

Session 2: Guided task labs (track readings)

Required

- **Guidance Regarding Methods for De-identification of Protected Health Information in Accordance with the HIPAA Privacy Rule**
  Publisher: U.S. Department of Health and Human Services, Office for Civil Rights | Date: Content last reviewed February 3, 2025 | Reading time: about 20 min
  URL: https://www.hhs.gov/hipaa/for-professionals/special-topics/de-identification/index.html
  Why read: Front office (and anyone near health data): why removing names isn't de-identification under HIPAA.
- **Plain Language Materials & Resources (Health Literacy)**
  Publisher: Centers for Disease Control and Prevention | Date: July 21, 2025 | Reading time: about 10 min
  URL: https://www.cdc.gov/health-literacy/php/develop-materials/plain-language.html
  Why read: Front office and customer service: CDC's plain-language checklist for materials the public reads.

Optional

- **AHRQ Health Literacy Universal Precautions Toolkit**
  Publisher: Agency for Healthcare Research and Quality | Date: Living page | Reading time: about 20 min
  URL: https://www.ahrq.gov/health-literacy/improve/precautions/index.html
  Why read: Front office: AHRQ's toolkit for making patient communication easier to understand.
- **Choosing effective patient education materials**
  Publisher: MedlinePlus (U.S. National Library of Medicine) | Date: Living page | Reading time: about 8 min
  URL: https://medlineplus.gov/ency/patientinstructions/000455.htm
  Why read: Front office: choosing and writing effective patient education materials.
- **Recordkeeping (small businesses and self-employed)**
  Publisher: Internal Revenue Service | Date: Living page | Reading time: about 10 min
  URL: https://www.irs.gov/businesses/small-businesses-self-employed/recordkeeping
  Why read: Bookkeeping: IRS recordkeeping basics. A reminder that AI summaries don't replace source records.
- **Plain language guide**
  Publisher: Digital.gov (U.S. General Services Administration) | Date: Living page | Reading time: about 20 min
  URL: https://digital.gov/guides/plain-language
  Why read: All tracks: federal plain-language guidelines for client and customer communication.
- **Configure a secure and governed foundation for Microsoft Copilot**
  Publisher: Microsoft Learn | Date: Living page | Reading time: about 15 min

URL: https://learn.microsoft.com/en-us/microsoft-365/copilot/configure-secure-governed-data-foundation-microsoft-365-copilot
Why read: Office support and project coordination: why over-shared files become visible through AI assistants.

Session 3: Your role playbook

Required

- **Massachusetts law about artificial intelligence**
  Publisher: Mass.gov, Trial Court Law Libraries | Date: Last updated August 28, 2026 | Reading time: about 10 min
  URL: https://www.mass.gov/info-details/massachusetts-law-about-artificial-intelligence
  Why read: Massachusetts law about AI (Trial Court Law Libraries): a maintained list of current state rules and guidance.

Optional

- **Attorney General Advisory on the Application of the Commonwealth's Consumer Protection, Civil Rights, and Data Privacy Laws to Artificial Intelligence**
  Publisher: Massachusetts Attorney General's Office | Date: April 16, 2024 | Reading time: about 15 min
  URL: https://www.mass.gov/doc/ago-ai-advisory-41624/download
  Why read: The Attorney General's advisory: consumer protection, anti-discrimination, and data security laws apply to AI use.
- **Artificial Intelligence Risk Management Framework: Generative Artificial Intelligence Profile, NIST AI 600-1**
  Publisher: NIST | Date: July 2024 | Reading time: about 20 min
  URL: https://nvlpubs.nist.gov/nistpubs/ai/NIST.AI.600-1.pdf
  Why read: NIST Generative AI Profile: skim the risk list for your role (e.g., information integrity, data privacy).
- **U.S. Workers Are More Worried Than Hopeful About Future AI Use in the Workplace**
  Publisher: Pew Research Center | Date: February 25, 2025 | Reading time: about 10 min
  URL: https://www.pewresearch.org/social-trends/2025/02/25/u-s-workers-are-more-worried-than-hopeful-about-future-ai-use-in-the-workplace/
  Why read: How U.S. workers feel about AI at work, useful context when you share your playbook with colleagues.

Link verification

Links verified by fetch or search as of Oct 2026. Links that could not be confirmed were dropped and are not listed. The instructor re-checks links before each cohort.

Dropped during verification (not listed above):

- PEAT "AI & Inclusive Hiring Framework" (404)