

# Canadian Institute of Applied AI (CIAI)

## 2024–2025 Course Schedule Archive

Professional AI Training & Workforce Development · Toronto, Ontario · Established 2024

Foundational programming focused on AI literacy, prompt writing, communication support, and early workflow experimentation for Canadian business teams.

### Curriculum emphasis

- ChatGPT workplace fundamentals
- Prompting for drafting and research
- Responsible use and internal standards
- Early workflow automation concepts

### Program archive

Term	Program	Primary focus	Representative tools / methods
Fall 2024	AI Workplace Fundamentals	Foundational AI literacy for Canadian business	ChatGPT; prompt frameworks; safe use standards
Fall 2024	Prompt Writing for Business Teams	Drafting and research productivity	Prompt templates; summarization; tone control
Winter 2025	Practical ChatGPT for Operations	Operational communication and documentation	ChatGPT; reusable workflows
Winter 2025	AI Communication & Documentation	Business writing acceleration	AI drafting; editing; meeting summaries
Spring 2025	AI Productivity Toolkit	Daily productivity systems	Prompt libraries; SOP support; research workflows
Spring 2025	Introduction to Workflow Automation	Early automation readiness	Process mapping; automation concepts; intake workflows
Summer 2025	Responsible AI for Managers	Governance and team oversight	Review standards; policy basics; risk awareness
Summer 2025	Corporate Pilot Cohorts	Small-group applied implementation	Cohort delivery; practical adoption planning

This archive reflects the progression of CIAI programming over time. Earlier schedules focused on foundational AI workplace literacy, while later schedules expanded into automation, internal assistants, governance, and broader applied implementation.