



AI for Business Productivity

ZTH-AI-001 | Digital Transformers | Core | Data and AI

4 weeks

duration

16 hours

learning time

2 x 2h

live sessions per week

US\$90.00

fee per learner

In this course you will write effective prompts.

Delivery

Needs an internet connection

Suitable for

Secondary-age 14-18, Teachers, Tertiary and university, Small businesses and traders, Women and girls, NGOs and community hubs, Working professionals

What you will be able to do

- Write effective prompts
- draft, summarise and check business documents
- automate simple tasks
- set an AI-use policy

Syllabus

1. How AI tools work and their limits
2. Prompting for documents and reports
3. Automation of routine tasks (templates, forms, reminders)
4. Ethics, privacy and policy for the workplace

Hands-on practical work

- Produce a monthly report with AI help and verification
- automate an enquiry reply
- build a team prompt library
- draft an AI-use policy

Resources and equipment

Laptops or phones, approved AI tools, sample business documents (anonymised)

Off-grid and solar option

Case work prepared offline; AI exercises done on connected days

Assessment

Task portfolio and policy draft





Career direction

AI-enabled office professional, operations officer, automation assistant, prompt specialist

Employers increasingly expect staff to use AI tools productively and responsibly

Next steps

Leads to MK10 AI Product Development

Enrol

Skills first, certificate second: you finish with something you can do and a QR-verifiable certificate to prove it.

Enrol online at <https://zambesi.ac.zw/course.php?slug=ai-for-business-productivity> or contact

info@zambesi.ac.zw / +263 7X XXX XXXX.

