

## AI Business Professional

In AB-730T00: Transform business workflows with generative AI, learners will discover how to apply generative AI to streamline daily tasks, enhance decision-making, and drive meaningful business outcomes. Learners will understand how to use Microsoft 365 Copilot and its functionalities to improve their productivity. The course focuses on real-world use cases—no coding required—making it ideal for those who want to confidently integrate AI into their work.

### COURSE CODE

**AB-730**

### DELIVERY

**Virtual, On-site, or Hybrid**

### DURATION

**1 day**

### CERTIFICATION TRACK

**AI Business Professional**

### AUDIENCE PROFILE

#### Who This Program Is For

AB-730T00: Transform business workflows with generative AI is designed for professionals from a wide range of business functions, such as marketing, sales, operations, product management, customer success, human resources, and finance. The course is suitable for those looking to enhance their productivity, streamline workflows, and confidently demonstrate AI skills in a modern workplace.

### PROGRAM SUMMARY

#### What This Course Covers

Certification-focused enterprise program aligned to AI Business Professional (AB-730).

#### Tailored Delivery Available

This outline can be adapted for virtual, on-site, or hybrid delivery, with emphasis adjusted for your team's platform priorities, role mix, and implementation goals.

### COMPLETE MODULE SEQUENCE

#### Module Flow and Topic Coverage



The structure below presents the current delivery flow for this program, including the associated topic areas covered under each module.

## 1 Transform business workflows with generative AI

This learning path enables students to use Microsoft 365 Copilot and generative AI to simplify tasks, boost productivity, and make smarter decisions. Through practical, no-code scenarios, learners gain confidence in integrating AI into their workflows for high business impact.

- What is generative AI?
- Employ Copilot Chat as your AI assistant
- Draft and refine business content using Microsoft 365 Copilot
- Analyze and visualize data using Microsoft 365 Copilot
- Manage meetings and collaboration using Microsoft 365 Copilot
- Define the role you want Microsoft 365 Copilot to play in your business workflow