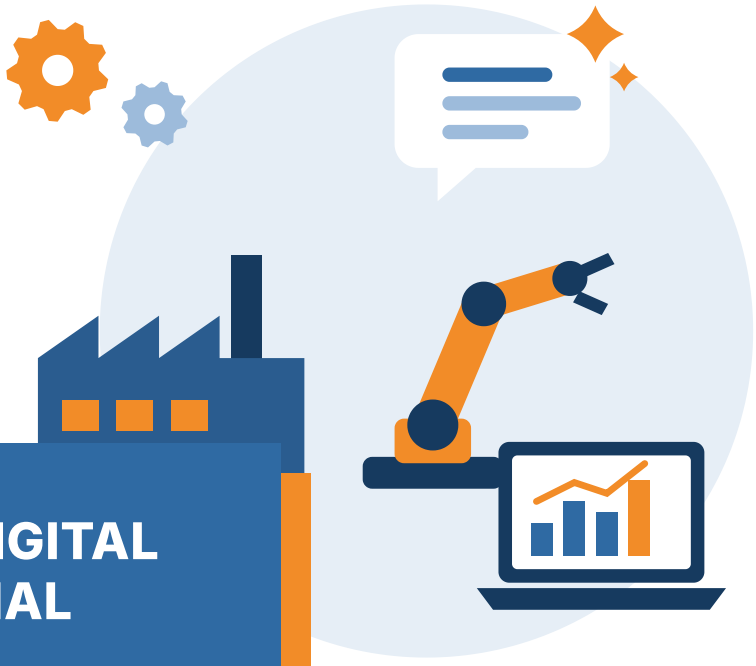
OHIO COMPUTER ACADEMY
INSPIRE • EDUCATE • EVOLVE



PRACTICAL AI AND DIGITAL SKILLS FOR INDUSTRIAL TEAMS

Use AI on real plant work.
Check it. Save time from week one.

MANUFACTURING AND INDUSTRIAL TEAMS TRACK

Trainer led
Live Online or In Person

8 Skill Sprints | 16 guided hours

Course Curriculum
www.ohiocomputeracademy.com

■ Mostly hands on ■ Built on real plant work ■ No tech background needed

DURATION	FORMAT	LEVEL	CERTIFICATE
16 guided hours	**Trainer led**	**Everyday computer users**	**Certificate of Completion**
8 Skill Sprints, 2 hours each	Live online or in person	No AI experience needed	From Ohio Computer Academy

WHY THIS PROGRAM

Your plant already has the data and the know-how. It is spread across spreadsheets, shift notes, manuals and a few experienced people.

This program shows every team member how to use AI to turn that material into clear reports, instructions and follow ups, and how to check the results before anyone relies on them.

WHAT MAKES THIS DIFFERENT

- **Mostly hands on:** about 30 minutes of instruction and 90 minutes of lab work in every Skill Sprint.
- **Built for industrial work:** examples come from maintenance, production, quality and engineering.
- **Useful the same day:** every Skill Sprint ends with something your team can use at work.
- **A checking habit:** learners practice catching AI errors in numbers, part names, dates and safety steps.
- **Safe by design:** clear rules on what company information never goes into AI tools.
- **A path forward:** the final Skill Sprint identifies your team's best next improvement.

YOUR ACTION PLAN

USE AI SAFELY
Write and check

→

WORK WITH DATA
Clean and summarize

→

DOCUMENT
Instructions, handovers

→

IMPROVE
Automate and apply

WHO IT IS FOR

Roles	Industries
Supervisors and team leads	Manufacturers with automated or robotic lines
Maintenance leads and technicians	Machine shops and precision manufacturers
Production and quality staff	Automotive, plastics and packaging suppliers
Engineers and planners	Food and consumer goods plants
Office, admin and managers	Automation integrators and industrial service firms

OUTCOMES

By the end, learners will be able to:

- Explain how AI works, why it makes mistakes, and what is safe to share
- Write clear emails, summaries and incident notes faster, in their own voice
- Clean and organize production, maintenance or quality spreadsheets with AI help
- Build simple summaries and charts of downtime, scrap or output
- Turn rough notes and manual extracts into work instructions and checklists
- Create consistent shift handovers and follow up lists
- Spot phishing and basic security risks
- Propose one practical improvement with an estimate of time saved

PREREQUISITES

- Basic computer skills
- A computer with internet access and Microsoft Excel
- An AI assistant account: Claude and ChatGPT are recommended, but the choice is the employer's. Free accounts are enough

SAFE USE AND MATERIALS

All sample datasets, manual extracts, shift notes and templates are included, so no confidential company data is needed. On request, labs can use your own approved, non-confidential data.

AI outputs on maintenance and safety topics support trained employees following approved procedures and always go through human review.

This course is designed and delivered independently by Ohio Computer Academy and is not affiliated with or endorsed by Anthropic, OpenAI or Microsoft.

CURRICULUM

Eight Skill Sprints of 2 hours each, in four stages. Every Skill Sprint ends with a result your team can use.

USE AI SAFELY

Skill Sprint 1: AI on the Plant Floor, Safely

2 hours

The question: What can AI do for my job today, and what must I never share?

YOU WILL LEARN

- How AI tools work and why confident answers can be wrong
- What company information stays out of AI
- How to ask clearly: context, goal, format, example

HANDS ON LAB

- Summarize a page from an equipment manual
- Explain a fault code description in plain words
- Check every AI answer against the source

You leave with: A personal safe use checklist and your first working prompt.

Skill Sprint 2: Faster Communication

2 hours

The question: How do I write clear updates faster and still sound like me?

YOU WILL LEARN

- Giving AI the reader, purpose and tone
- Summarizing long email threads
- Checking names, dates, part numbers and commitments

HANDS ON LAB

- Draft a downtime notice from rough notes
- Write a supplier follow up email
- Turn notes into a short incident summary

You leave with: Reusable communication prompts and a personal checking routine.

WORK WITH DATA

Skill Sprint 3: Excel Essentials with AI

2 hours

The question: How do I clean messy plant data without breaking it?

YOU WILL LEARN

- Cleaning exported data: dates, duplicates, inconsistent names
- Essential formulas: SUMIFS, COUNTIFS, XLOOKUP
- Asking AI for a formula and testing it with known values

HANDS ON LAB

- Clean a machine downtime export
- Organize a maintenance work order log
- Verify AI formulas before you trust them

You leave with: A clean, structured dataset and a formula testing habit.

WORK WITH DATA

Skill Sprint 4: Clear Data Summaries

2 hours

The question: How do I show what is happening on the line in one page?

YOU WILL LEARN

- PivotTables and simple charts
- Finding top downtime causes or scrap reasons
- Drafting a written summary with AI and checking every number

HANDS ON LAB

- Build a weekly downtime and scrap summary
- Create a top causes chart
- Write a short summary for management

You leave with: A one page weekly report template you can reuse.

DOCUMENT AND SHARE

Skill Sprint 5: Work Instructions and Checklists

2 hours

The question: How do I turn know-how into clear, approved instructions?

YOU WILL LEARN

- Turning notes and manual extracts into step by step instructions
- Checklists for changeovers, startups and inspections
- Why safety critical content always goes through human review

HANDS ON LAB

- Convert a technician's notes into a draft work instruction
- Build a preventive maintenance checklist
- Mark what needs supervisor approval

You leave with: A draft work instruction and checklist ready for review.

Skill Sprint 6: Shift Handovers and Meetings

2 hours

The question: How do we stop information getting lost between shifts?

YOU WILL LEARN

- A consistent shift handover format
- Turning meeting notes into minutes and action lists
- Preparing a short toolbox talk

HANDS ON LAB

- Turn practice shift notes into a structured handover
- Create an action list with owners and dates
- Draft a five minute toolbox talk

You leave with: A shift handover template and a meeting toolkit.

IMPROVE AND APPLY

Skill Sprint 7: Simple Automation and Cyber Basics

2 hours

The question: Which repeat tasks can run themselves, and how do we stay secure?

YOU WILL LEARN

- Simple workflows: form to spreadsheet, alerts and reminders
- Recognizing phishing and suspicious attachments
- Password and device basics

HANDS ON LAB

- Build an issue reporting form that feeds a tracking sheet
- Set up a simple reminder or alert
- Complete a phishing spotting exercise

You leave with: A working issue reporting flow and a security checklist.

Skill Sprint 8: Your Improvement Project

2 hours

The question: What one change would save my team the most time?

YOU WILL LEARN

- Mapping a recurring task step by step
- Estimating time spent and time saved
- Presenting an improvement to a manager

HANDS ON LAB

- Pick a real recurring task
- Redesign it with the tools from this course
- Present it to the group

You leave with: An improvement proposal with a time saved estimate and your Certificate of Completion.

YOUR TEAM'S TOOLKIT

Safe use checklist	**Communication prompts**	**Clean dataset template**	**Weekly report template**
Work instruction draft	**Shift handover template**	**Issue reporting flow**	**Improvement proposal**

Everything is built during the course on realistic plant examples, ready to adapt to your own work.

GROUP PRICING

Pricing is discussed with each employer.

It depends on several factors, including batch size and delivery format. Contact us for the best pricing options for your team.

TECHCRED

This program may qualify for TechCred, subject to credential approval and your company's TechCred award. Ohio Computer Academy is also a listed TechCred training provider for 18 credential courses in Excel, Power BI, Tableau, Python, SQL, AWS and DevOps.

Employer awards and reimbursement eligibility are determined exclusively by the State of Ohio. Please check current requirements on the official State of Ohio TechCred website before applying, enrolling employees or incurring training costs.

WHERE TO GO NEXT

Option	What it is
TechCred credential courses	16 hour credential courses in Excel, Power BI, Tableau, Python, SQL, AWS and DevOps
AI for Your Role	Role based AI courses for managers, quality, IT support, data analytics, project managers and more
AI Advantage consulting	Scoped help on one real problem, such as a production dashboard, a documentation workflow or a knowledge assistant

HOW IT WORKS

1. ENQUIRE
Tell us what slows your team down

→

2. QUICK CALL
Format, dates, batch, pricing

→

3. TRAIN
8 hands on Skill Sprints

→

4. NEXT STEP
Your improvement plan

Ready to talk? Email **info@ohiocomputeracademy.com** or call **+1 866 648 7284**.

OHIO COMPUTER ACADEMY
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LEARN TODAY. USE TODAY. SAVE TIME ON THE FLOOR.

Trainer led
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Hands On

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