

## IDIOMAS - INGLÉS DE NEGOCIOS

**Duración:** 15 horas

**Metodología:** Online

**Financiación:** Bonificable

### INGLES: INTELIGENCIA ARTIFICIAL EN EL TRABAJO

#### Descripción

Este curso de Inglés: Inteligencia Artificial en el Trabajo se centra en el uso del inglés aplicado a la inteligencia artificial en el entorno profesional. A lo largo de la formación se trabajan el vocabulario y los conceptos clave relacionados con la creación de contenidos, el análisis de datos, la gestión de reuniones y la organización del trabajo, reforzando la comprensión y la comunicación en contextos laborales actuales.

#### Objetivos

- » This course introduces students to the main themes on the topic of using Artificial Intelligence in the workplace.
- » The course begins with an introduction to the area with some key vocabulary and concepts.
- » The following units use reading and listening exercises to look at more specific aspects of how AI can be beneficial to workers in a variety of fields. The topics are divided into individual units:
  - Content creation: text, audio, video & image
  - Data analysis: creating & analysing graphs & charts, summarising
  - Meetings: scheduling, agendas, transcriptions & summarising
  - Managing correspondence: task tracking, email & inbox management.
- » The course ends with a comprehensive review of the vocabulary and topics in the course dealt with unit by unit in order to aid the recall and retention of the information covered.

# Programa

## Introduction to AI in the workplace

- » Introduction to AI at work - Reading
- » Introduction to AI at work - Listening

## Content creation

- » AI for text
- » AI for audio
- » AI for image & video
- » AI for presentations

## Data analysis

- » AI for graphs & charts
- » AI for large datasets & trends

## Meetings

### AI for planning & scheduling

### AI for transcribing & summarising

## Management

- » AI for project management
- » AI for managing correspondence

## Revision

- » Introduction
- » Content creation
- » Data analysis
- » Meetings
- » Management