

PROFESSIONAL COURSE OUTLINE

Microsoft

# AI Business Professional

AB-730

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.

AI

Beginner

Microsoft 365 Copilot

PROGRAM CODE

AB-730

DELIVERY

Virtual, On-site, or Hybrid

DURATION

1 day

CERTIFICATION

Microsoft Certified: 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

As a candidate for this Microsoft Certification, you should have experience using generative AI-powered productivity tools, including Microsoft 365 Copilot, Researcher, and Analyst.

TAILORED DELIVERY

## Adapt the program around your team.

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.

### Enterprise-ready delivery format

VNode ITeS can align labs, examples, delivery pace, and assessment checkpoints to the required audience profile while preserving the official program sequence where applicable.

COMPLETE MODULE SEQUENCE

## Module Flow and Topic Coverage

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

TRAINING PROVIDER

**VNode ITeS**


MICROSOFT CERTIFIED TRAINER

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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

SCHEDULE A SESSION

## Ready to run this program with your team?

[Book a Discovery Call](#)

Get in touch to discuss delivery format, timeline, and team size. This outline can be customised to your platform priorities and role mix.

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