COURSE SYLLABUS

AI for Business with ChatGPT and Copilot

Use ChatGPT and Microsoft Copilot for writing, research, analysis, and everyday business tasks. Practice prompting, customization, and Microsoft 365 workflows.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/ai-for-business-copilot



nyc@careercenters.com • (212) 658-1918

Course Outline

This package includes these courses

- Generative AI with ChatGPT (6 Hours)
- ChatGPT Level 2 (6 Hours)
- AI for Workplace Productivity with Microsoft Copilot (6 Hours)

Generative AI with ChatGPT

- Get an intro to generative AI and ChatGPT to know what's possible and how you can use it
- Learn how to write prompts that generate useful responses
- Explore real-world applications of ChatGPT

ChatGPT Level 2

Build on your foundational skills with advanced techniques to customize ChatGPT's behavior, enhance its research abilities, and explore voice, image, and project-based tools. This hands-on course is ideal for users looking to work more efficiently and creatively with the ChatGPT features covered in this course.

- Compare different ChatGPT models to understand their strengths, limitations, and ideal use cases
- Use reasoning and research models effectively, including how to leverage deep research features and connected apps
- Guide ChatGPT to match a writing style or tone using prompts and examples
- Customize ChatGPT with saved preferences and learn how to create and manage personalized instructions
- Work with Projects and Custom GPTs to organize tasks, files, and workflows tailored to your specific goals
- Explore ChatGPT's voice and image generation capabilities, including hands-on practice using ChatGPT's built-in image generation for visual outputs

AI for Workplace Productivity with Microsoft Copilot

- Explore how Microsoft Copilot can expand your capabilities, save time, and make you more creative/professional
- Learn how to use Copilot's integration in Office apps (365 apps) such as Excel, Word, PowerPoint, Outlook, Teams, and OneDrive
- Get to know the capabilities and limitations of AI and how you can best utilize it to enhance your work