COURSE SYLLABUS

AI for Business with ChatGPT

Transform your business skills with ChatGPT and other generative AI tools. Gain practical skills to leverage AI for content creation, task automation, data analysis, and enhanced team collaboration.

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

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

Course Outline

This package includes these courses

- Generative AI with ChatGPT (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

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