COURSE SYLLABUS

AI for Business Course Online (Self-Paced)

Transform your business skills with AI in this hands-on program. Learn how to use artificial intelligence to improve productivity and support everyday business tasks while exploring practical applications of generative AI using tools like ChatGPT and Microsoft 365 Copilot, covering prompt design, content generation, and workflow automation. You'll also learn how AI integrates with workplace tools such as Word, Excel, PowerPoint, Outlook, Teams, and OneDrive while exploring topics like model differences, data privacy, and responsible AI use.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/ai-for-business-course-online



nyc@careercenters.com • (212) 684-5151

Course Outline

This package includes these courses

- Intro to Generative AI with ChatGPT (6 Hours)
- ChatGPT Level 2 (6 Hours)

Intro to 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 latest features in ChatGPT.

- 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
- Train ChatGPT to reflect your unique writing style or tone using targeted prompts and style adjustments
- 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 Sora for visual outputs