COURSE SYLLABUS

AI for the Workplace with Gemini

This hands-on course teaches participants how to use Google Gemini to conduct research, draft content, analyze information, automate recurring tasks, and create a personalized AI workflow with tools such as Gems, Deep Research, NotebookLM, and Google Workspace.

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-the-workplace-with-gemini



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

Course Outline

Module 1: Getting Started with Google Gemini

- Explain how Gemini processes information and what the context window means practically
- Select the right model tier (Flash Lite, Flash, Pro, Deep Think) for different tasks
- Navigate the Gemini app confidently and understand plan options (Free, AI Pro, AI Ultra, Workspace)

Module 2: Prompting Fundamentals and Working with Files

- Write prompts using the five-component framework (context, task, format, constraints, examples)
- Upload and analyze multiple file types in conversation, including images, video, and audio
- Diagnose and fix weak prompts

Module 3: Gems — Building Custom AI Experts

- Create a Gem with custom instructions tailored to a specific work task
- Use the Productivity Planner Gem to synthesize calendar, email, and document information
- Explain how Gems differ from regular conversations and when to use each

Module 4: Canvas, Memory, and Usage Management

- Create and iterate on interactive content in Canvas
- Configure Memory settings and review what Gemini remembers
- Apply usage management practices to extend your plan's AI credits

Module 5: Advanced Prompting and Power Features

- Use role-based prompting to shape Gemini's perspective
- Break complex tasks into multi-step prompts
- Use Deep Think mode for problems requiring extended reasoning
- Use the "You ask me" technique to replace prompt engineering with guided conversation

Module 6: Gemini vs. Other AI Tools — Making Smart Choices

- Identify which AI tool is strongest for a given task type

- Articulate Gemini's key differentiators and limitations
- Evaluate AI tool outputs critically

Module 7: Deep Research

- Use Deep Research to produce a multi-page report on a work-relevant topic
- Customize a research plan before execution for targeted results
- Upload personal files as additional sources for a Deep Research report
- Transform a research report into an interactive Canvas deliverable

Module 8: NotebookLM — Source-Grounded Intelligence

- Create a NotebookLM notebook with multiple source documents
- Ask questions and receive cited, source-grounded answers
- Generate an Audio Overview from uploaded documents
- Add a NotebookLM notebook as a source in a Gemini conversation

Module 9: Gemini in Google Workspace — Docs, Sheets, and Slides

- Use Gemini's side panel in Docs to draft, edit, and summarize documents
- Use Gemini in Sheets to write formulas, analyze data, and create visualizations
- Use Gemini in Slides to create a presentation from data or a prompt
- Complete a cross-app workflow from data analysis to finished presentation

Module 10: Extensions, Gmail, Calendar, and Drive

- Enable and configure Connected Apps in Gemini
- Use Gemini with Gmail to draft, summarize, and search email
- Query Calendar and Drive data within a Gemini conversation
- Complete a cross-extension workflow combining multiple Google apps

Module 11: Chrome, Workspace Studio, and Scheduled Actions

- Use Gemini in Chrome's side panel for web research and summarization
- Create a Workspace Studio flow that automates a multi-step process
- Set up a Scheduled Action for a recurring work task

Module 12: Privacy, Security, and Responsible Use

- Explain Google's data privacy policies for Gemini and Workspace AI features
- Recognize signs of prompt injection and apply mitigation strategies
- Configure Gemini use appropriate to your organization's data sensitivity

Module 13: Industry Applications — Gemini in Action Across Roles

- Complete at least two industry scenarios relevant to your role
- Produce deliverables using the full Gemini stack (Gems + Deep Research + NotebookLM + Workspace)

Module 14: Capstone — Build Your Personal Gemini System

- Identify high-impact AI opportunities in your own workflow
- Configure a complete Gemini system tailored to your job
- Produce a real deliverable through an end-to-end Gemini workflow

Module 15: Wrap-Up and Next Steps

- Articulate Gemini's current limitations and appropriate use boundaries
- Follow the Week 1 action plan for sustained adoption