

AI for Business with ChatGPT and Copilot

Learn how to harness the power of artificial intelligence to transform your workflow with hands-on training in ChatGPT and Microsoft Copilot. This course will teach you how to generate content, streamline tasks, and integrate AI into business communication, writing, analysis, and productivity tools.

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



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Course Outline

This package includes these courses

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

AI for Workplace Productivity

- Leverage AI for task automation, project management, communication, data analysis, time management, & more
- Learn how to integrate today's top AI productivity tools in your everyday work life
- Use case studies & hands-on projects to examine how you can employ AI in a real-world setting