COURSE SYLLABUS

AI for Business with ChatGPT

Transform your business skills with ChatGPT in this hands-on program. Gain practical skills to leverage AI for many of your daily tasks, transforming how you work across communication (email, meetings, and chat), writing, data analysis, decision-making, and more. You'll start by learning prompt engineering with ChatGPT, then advance to customizing workflows, using advanced research tools, and exploring voice and image capabilities with ChatGPT's latest features.

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



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Course Outline

This package includes these courses

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

Generative AI with ChatGPT

Harness the creative power and efficiencies of AI with this hands-on workshop. Explore the cutting-edge world of artificial intelligence and learn how to generate text, ideas, images, and more with ChatGPT.

- Understand the fundamentals of generative AI and its applications and potential impact across industries
- Learn how generative AI models like GPT and Stable Diffusion work at a conceptual level
- Write effective prompts that generate accurate, useful, and creative responses
- Gain hands-on experience with popular generative AI tools and platforms
- Integrate generative AI into creative workflows, problem-solving, and innovation
- Analyze real-world examples of generative AI in action and explore its ethical implications

ChatGPT Level 2

Build on your foundational ChatGPT skills with advanced techniques for choosing the right AI models, improving prompts, customizing responses, and using tools such as Deep Research, Agent Mode, Projects, and Custom GPTs. This hands-on course is ideal for users who want to work more efficiently, automate workflows, and take advantage of the latest advanced features in ChatGPT.

- Compare ChatGPT models to understand their strengths, limitations, usage limits, and ideal use cases

- Learn when to use Deep Research, Web Search, Thinking Models, and Agent Mode for different types of tasks and workflows
- Improve your prompt engineering skills by using ChatGPT to write, optimize, and refine prompts using proven best practices
- Customize ChatGPT's writing style and responses to sound more natural, personalized, and aligned with your needs
- Use Projects and Custom GPTs to organize files, instructions, workflows, and AI tools tailored to specific goals
- Explore introductory "vibe coding" techniques to generate code, build simple workflow tools, and understand the risks and limitations of AI-assisted coding