COURSE SYLLABUS

AI for Business with ChatGPT and Copilot Course Online

Learn how to use artificial intelligence to improve the way you work through hands-on training with ChatGPT and Microsoft Copilot. This course shows you how to create content, simplify everyday tasks, and integrate AI into business communication, writing, analysis, and productivity workflows.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/ai-for-business-with-chatgpt-and-copilot-course-online



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Course Outline

This package includes these courses

- Generative AI with ChatGPT Course Online (6 Hours)
- ChatGPT Level II Course Online (6 Hours)
- AI for Workplace Productivity with Microsoft Copilot Course Online (6 Hours)

Generative AI with ChatGPT Course Online

Tap into the creative potential and productivity benefits of AI with this self-paced course. Explore the fast-evolving world of artificial intelligence and learn how to use ChatGPT to generate text, ideas, images, and more for practical, real-world applications.

- Understand the fundamentals of generative AI and its impact across a range of industries
- Learn, at a conceptual level, how generative models such as GPT and Stable Diffusion work
- Practice writing effective prompts that produce clear, useful results
- Gain hands-on experience with popular generative AI tools and platforms
- Explore practical ways to apply generative AI to creative workflows, problem-solving, and innovation
- Review real-world examples of generative AI and discuss ethical considerations
- Build a strong foundation for continued learning and working with generative AI technologies

ChatGPT Level II Course Online

Build on your foundational ChatGPT knowledge with this course that explores advanced ways to customize behavior, improve research capabilities, and use voice, image, and project-based tools. Designed for independent learners, this course helps you

work more efficiently and creatively with the latest ChatGPT features on your own schedule.

- Compare different ChatGPT models to understand their strengths, limitations, and best use cases
- Use reasoning and research models effectively, including deep research features and connected apps
- Shape ChatGPT's responses to match your writing style or tone using targeted prompts and adjustments
- Customize ChatGPT with saved preferences and create personalized instructions
- Organize work with Projects and Custom GPTs to manage tasks, files, and workflows
- Explore voice and image generation tools, including hands-on practice with Sora for visual outputs

AI for Workplace Productivity with Microsoft Copilot Course Online

Learn how to increase efficiency and spark creativity with Microsoft Copilot, the AI assistant built into Microsoft 365. This course offers hands-on, practical training to help you use Copilot effectively across everyday workplace tools and tasks.

- Understand the basics of artificial intelligence and how large language models, such as Copilot, generate responses
- Learn how to write clear, effective prompts and fine-tune Copilot's output for different workplace tasks
- Use Copilot within Microsoft 365 apps, including Word, Excel, PowerPoint, Outlook, Teams, and OneDrive
- Automate and improve everyday work like drafting emails, summarizing meetings, analyzing data, and creating documents
- Generate AI-based images and graphics while learning best practices and understanding the limits of generative AI
- Compare Copilot with tools like ChatGPT and GitHub Copilot to know when each is most useful
- Keep current with emerging AI tools and mobile apps to extend your workflow beyond the desktop