COURSE SYLLABUS

AI for Federal Administrative Professionals Course (Self-Paced)

Put AI to work on the administrative tasks you do every day, safely and within your agency's rules.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-for-federal-administrative-professionals-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: AI in Administrative Work
Module 2: Using AI Within the Rules
Module 3: Correspondence, Documents, and Executive Summaries
Module 4: Meetings, Calendars, and Scheduling
Module 5: Taskers, Suspenses, Travel, and Timekeeping
Module 6: Putting It All Together