# AI for the Workplace with Claude Course

Go from zero experience with Claude AI to a fully configured, personalized workflow you can use immediately at work by learning effective prompting, organizing Projects, building a context system with Claude Cowork, and connecting Claude to tools like Slack, Google Drive, Gmail, Excel, and PowerPoint.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-for-the-workplace-with-claude-course

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

# Course Outline

## Module 1: Getting Started with Claude AI
- Explain how Claude works in plain language.
- Identify the model tiers, plans, and key parts of the claude.ai interface.
- Practice starting a first conversation with Claude.

## Module 2: Prompting Fundamentals & Working with Files
- Identify the core parts of an effective prompt, including context, task, format, constraints, and examples.
- Apply prompting across writing, summarization, analysis, research, and creative problem-solving.
- Work with images, PDFs, spreadsheets, screenshots, and handwritten notes in Claude.

## Module 3: Projects — Organizing Ongoing Work
- Explain how Projects use custom instructions, knowledge bases, and RAG to organize ongoing work.
- Write effective Project instructions for real workplace tasks.
- Create a Project using real work documents.

## Module 4: Artifacts, Styles, and Memory
- Create reusable deliverables with Artifacts.
- Customize Claude's voice with Styles and enable persistent context with Memory.
- Apply usage management tips to extend plan value.

## Module 5: Intermediate Prompting & Advanced Features
- Use role-based prompting, chain-of-thought, and multi-step workflows.
- Apply advanced features such as web search, Extended Thinking, and the "You Ask Me" technique.
- Practice advanced prompting with real work scenarios.

## Module 6: Claude vs. Other AI Tools

- Compare Claude with tools such as Copilot, Gemini, and ChatGPT.
- Choose the right tool for different types of work.
- Recognize data privacy considerations and organizational AI policies.

**Module 7: Introduction to Claude Cowork**
- Explain what Claude Cowork is and how it differs from claude.ai.
- Read, write, and manage files from the desktop environment.
- Complete a first Cowork task.

**Module 8: Building Your Context System**
- Build three foundational files: about-me, brand-voice, and working-style.
- Distinguish between Global Instructions and Folder Instructions.
- Use the AskUserQuestion workflow to improve context and outputs.

**Module 9: Guardrails, Permissions, and Safe Use**
- Configure file access controls, network egress, and privacy settings.
- Recognize prompt injection risks and mitigation strategies.
- Set up safety settings for secure use.

**Module 10: Connectors, Chrome, and Office Add-Ins**
- Connect tools such as Slack, Google Drive, Gmail, and more through MCP.
- Use Claude in Chrome, Excel, and PowerPoint.
- Build a multi-tool workflow across connected applications.

**Module 11: Plugins and Scheduled Tasks**
- Install domain-specific Plugins for functions such as Data, Marketing, HR, Finance, and Project Management.
- Use slash commands and recurring automations.
- Create a Scheduled Task and test a Plugin workflow.

**Module 12: Industry Applications**
- Apply Claude across role-specific scenarios in Data, Marketing, HR, Operations, Project Management, and Finance.
- Complete practical workflows using real files.
- Adapt Claude workflows to different job functions.

**Module 13: Capstone — Build Your Personal Claude System**
- Audit job tasks and identify high-value Claude use cases.
- Configure a personal Claude system and connect relevant tools.
- Run a complete end-to-end workflow that produces a real deliverable.

**Module 14: Wrap-Up and Next Steps**
- Review Claude's limitations and available resources.
- Create a Week 1 action plan for applying what was learned.
- Identify next steps for continued use and improvement.