COURSE SYLLABUS

AI for the Workplace with Gemini Course (Self-Paced)

This hands-on course teaches participants how to use Google Gemini to research, write, analyze information, automate recurring tasks, and build a personalized AI workflow using tools such as Gems, Deep Research, NotebookLM, and Google Workspace.

> 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-the-workplace-with-gemini-course-self-paced



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Course Outline

Getting Started with Gemini

Examine how Gemini processes prompts through large language models, compare the model tiers and subscription plans, and complete your first structured AI conversation.

Effective Prompting

Apply the five-component prompt structure across writing, summarization, analysis, research, and problem-solving, and learn to work with uploaded files while avoiding common prompting mistakes.

Custom Gems

Design custom gems with specialized instructions and knowledge bases, apply a decision framework for when to create a gem versus a standard conversation, and build your first AI expert.

Canvas, Memory, and Usage

Create and edit interactive content in Canvas, configure Memory for persistent context across conversations, and apply credit-management strategies across the model tiers.

Advanced Prompting Techniques

Apply role-based, chain-of-thought, multi-step, and interview prompting techniques alongside search grounding and DeepThink

for complex professional tasks.

Comparing AI Tools

Evaluate Gemini, Claude, ChatGPT, and Copilot through a task-based decision framework that weighs where your data lives, tool capabilities, and organizational AI policies.

Deep Research

Run Deep Research queries that synthesize dozens of web sources and uploaded files into cited, multi-page reports, then refine the deliverable through the Canvas workflow.

NotebookLM

Build source-grounded NotebookLM knowledge bases with citation-backed answers, generate podcast-style audio overviews, and integrate notebooks with Gemini for production-quality output.

Gemini in Google Workspace

Use Gemini's side panel in Docs, Sheets, Slides, and Gmail for inline writing help, data analysis, presentation generation, and cross-app content workflows.

Extensions

Connect the Gmail, Calendar, and Drive extensions to run cross-extension queries for meeting preparation, email summarization, and document search.

Automation and Workflows

Configure Chrome's Gemini side panel for web research, create scheduled actions for recurring tasks, and build multi-step automations in Workspace Studio.

Privacy, Security, and Responsible Use

Assess Gemini's data-access boundaries and retention policies, review organizational admin controls, and recognize prompt-injection threats when processing untrusted content.

Industry Applications

Apply structured prompts, gems, Canvas, and extensions to industry-specific professional scenarios drawn from data analysis, marketing, HR, project management, finance, and government policy.

Capstone Project

Build a complete personal Gemini system by auditing weekly tasks, creating gems, organizing NotebookLM notebooks, verifying

extensions, setting up automation, and completing an end-to-end workflow.

Resources and Next Steps

Review key AI limitations including hallucination and privacy tradeoffs, access continued-learning resources, and adopt a four-part daily action plan for sustained Gemini use.