COURSE SYLLABUS

# AI for the Workplace with Gemini Course

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




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

## Course Outline

**Module 1: Getting Started with Google Gemini**

- Explain how Gemini processes information and what the context window means practically
- Select the right model tier (Flash Lite, Flash, Pro, Deep Think) for different tasks
- Navigate the Gemini app confidently and understand plan options (Free, AI Pro, AI Ultra, Workspace)

**Module 2: Prompting Fundamentals and Working with Files**

- Write prompts using the five-component framework (context, task, format, constraints, examples)
- Upload and analyze multiple file types in conversation, including images, video, and audio
- Diagnose and fix weak prompts

**Module 3: Gems — Building Custom AI Experts**

- Create a Gem with custom instructions tailored to a specific work task
- Use the Productivity Planner Gem to synthesize calendar, email, and document information
- Explain how Gems differ from regular conversations and when to use each

**Module 4: Canvas, Memory, and Usage Management**

- Create and iterate on interactive content in Canvas
- Configure Memory settings and review what Gemini remembers
- Apply usage management practices to extend your plan's AI credits

**Module 5: Advanced Prompting and Power Features**

- Use role-based prompting to shape Gemini's perspective
- Break complex tasks into multi-step prompts
- Use Deep Think mode for problems requiring extended reasoning
- Use the "You ask me" technique to replace prompt engineering with guided conversation

**Module 6: Gemini vs. Other AI Tools — Making Smart Choices**

- Identify which AI tool is strongest for a given task type
- Articulate Gemini's key differentiators and limitations
- Evaluate AI tool outputs critically

### Module 7: Deep Research

- Use Deep Research to produce a multi-page report on a work-relevant topic
- Customize a research plan before execution for targeted results
- Upload personal files as additional sources for a Deep Research report
- Transform a research report into an interactive Canvas deliverable

### Module 8: NotebookLM — Source-Grounded Intelligence

- Create a NotebookLM notebook with multiple source documents
- Ask questions and receive cited, source-grounded answers
- Generate an Audio Overview from uploaded documents
- Add a NotebookLM notebook as a source in a Gemini conversation

### Module 9: Gemini in Google Workspace — Docs, Sheets, and Slides

- Use Gemini's side panel in Docs to draft, edit, and summarize documents
- Use Gemini in Sheets to write formulas, analyze data, and create visualizations
- Use Gemini in Slides to create a presentation from data or a prompt
- Complete a cross-app workflow from data analysis to finished presentation

### Module 10: Extensions, Gmail, Calendar, and Drive

- Enable and configure Connected Apps in Gemini
- Use Gemini with Gmail to draft, summarize, and search email
- Query Calendar and Drive data within a Gemini conversation
- Complete a cross-extension workflow combining multiple Google apps

### Module 11: Chrome, Workspace Studio, and Scheduled Actions

- Use Gemini in Chrome's side panel for web research and summarization
- Create a Workspace Studio flow that automates a multi-step process
- Set up a Scheduled Action for a recurring work task

### Module 12: Privacy, Security, and Responsible Use

- Explain Google's data privacy policies for Gemini and Workspace AI features
- Recognize signs of prompt injection and apply mitigation strategies
- Configure Gemini use appropriate to your organization's data sensitivity

### Module 13: Industry Applications — Gemini in Action Across Roles

- Complete at least two industry scenarios relevant to your role
- Produce deliverables using the full Gemini stack (Gems + Deep Research + NotebookLM + Workspace)

### Module 14: Capstone — Build Your Personal Gemini System

- Identify high-impact AI opportunities in your own workflow
- Configure a complete Gemini system tailored to your job
- Produce a real deliverable through an end-to-end Gemini workflow

### Module 15: Wrap-Up and Next Steps

- Articulate Gemini's current limitations and appropriate use boundaries

- Follow the Week 1 action plan for sustained adoption