COURSE SYLLABUS

AI Productivity with Microsoft 365 Copilot for Government Agencies Course

This course puts Microsoft 365 Copilot to work to draft, summarize, analyze, and present faster across the Office apps you already use (Excel, Word, Outlook, PowerPoint, Teams, and more), with the records, PII, and data-handling guardrails government work requires.

> 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-productivity-microsoft-365-copilot-government



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Course Outline

Module 1: Getting Started with Microsoft Copilot

- What Copilot is, how it compares to ChatGPT, and choosing the right plan and account
- Keeping your data private: consumer vs business accounts and turning off training
- Writing clear prompts and using the Work and Web tabs deliberately
- Co-writing with Edit in Pages, and generating images

Module 2: Using Copilot Across Microsoft 365 (Excel, Outlook, Word, PowerPoint, Teams, OneDrive, Edge)

- Analyzing data, writing formulas, and building charts in Excel
- Summarizing threads and drafting replies in Outlook, and summarizing and drafting in Word
- Building a briefing deck in PowerPoint and recapping meetings into notes and actions in Teams
- Comparing files in OneDrive and summarizing webpages in Edge

Module 3: Advanced Copilot Features and Strategic AI Use

- Running the Researcher agent for deep, cited research grounded in your own content
- Using the Analyst agent for structured data analysis
- Building and sharing custom agents based on your agency's own guidance
- Deciding when to use Copilot instead of ChatGPT, and staying up to date

Module 4: Using Copilot Safely in Government

- What is safe to enter: records, PII, CUI, and FOIA/public-records
- Authorized environments (GCC / GCC-High) and enterprise data protection
- Verifying, citing, and staying accountable for AI-assisted work
- Agency acceptable-use basics and a pre-flight checklist