



Claude Course Syllabus

In this Claude AI course learn to use Claude to work more efficiently. Gain a clear understanding of how Claude AI works and what sets it apart from other generative AI tools like Copilot, ChatGPT, and Gemini, including practical guidance on when to choose Claude. Develop hands-on skills for analyzing and summarizing long, complex documents, and develop prompting techniques that produce high quality outputs. Understand how to best use Claude for professional writing and editing, research, along with review and assistance on technical projects. Discover strategies for validating, refining, and critically evaluating AI-generated content, as well as best practices for ethical and responsible AI use.

- **Introduction to Claude and Generative AI:** Learn what generative AI is and how Claude fits into the broader AI landscape used in business and professional settings.
- **How Generative AI Models Work:** Gain a conceptual understanding of how large language models generate text, reason over information, and differ from traditional rule-based or predictive AI systems.
- **Model Comparison and Selection:** When to use Claude vs Copilot vs ChatGPT vs Gemini
- Compare leading AI tools to understand their strengths, limitations, and best-fit use cases, with guidance on choosing the right model for writing, analysis, coding, and productivity tasks.
- **Working with Long Documents:** Find out methods to use Claude to analyze, summarize, and reason across long reports, policies, contracts, technical documentation, and research materials without losing context.
- **Prompt Engineering for Structured Reasoning:** Learn how to design prompts that guide Claude to explain its reasoning, follow constraints, and produce clear, structured outputs suitable for professional review.
- **Professional Writing and Editing:** Use Claude to draft, revise, and refine business communications, technical documentation, and formal writing with attention to tone, clarity, and accuracy.
- **Automating Repetitive Writing and Review Work:** Learn how Claude can support recurring workflows such as documentation updates, report drafting, review checklists, and standardized communications.
- **Summarizing, Condensing, and Synthesizing Information:** Apply Claude to extract key insights from lengthy documents, meeting notes, or multiple sources, generating concise summaries and actionable takeaways.
- **Creating Outlines and Structured Content:** Generate outlines for reports, presentations, proposals, and technical documents, using prompt strategies that support long-form structure and logical flow.
- **Research and Reasoning with Claude:** Use Claude to reason over provided materials, compare documents, evaluate arguments, and support analytical decision-making where transparency and explanation are critical.



- **Organizing Tasks, Plans, and Information:**
Apply Claude to generate structured task lists, checklists, meeting agendas, and planning documents that support project coordination and execution.
- **Understanding AI Limitations and Reviewing Output:** Identify where human judgment is required, how to fact-check and validate AI output, and how to avoid over-reliance on generative models.
- **Code Review and Coding Assistance:**
Whether a product manager, business analyst, or developer, you'll find Claude can effectively explain unfamiliar code, review existing codebases, identify bugs or logic issues, and assess readability and maintainability, across many programming languages.
- **Ethical, Secure, and Responsible AI Use:**
Learn best practices for protecting sensitive data, respecting privacy, and using Claude responsibly in professional and regulated environments.