Gemini Course Syllabus: learn Google AI tools

In this Gemini AI course learn to use AI (artificial intelligence) tools to work more efficiently.

- **Introduction to Gemini for Business:** Understand what Google Gemini is, how it differs from ChatGPT, and where it fits within the Google Workspace ecosystem.

- **Understanding Generative AI and Gemini:** Gain a high-level understanding of how generative AI models like Gemini generate content and how they differ from traditional AI systems.

- **Comparing AI Models for Business Use:** Compare Gemini with ChatGPT, Claude, and other generative models to evaluate strengths, limitations, and best-fit applications for business tasks.

- **Using Gemini in Google Workspace:** Learn how to use Gemini within Gmail, Docs, Sheets, Slides, and Meet to assist with writing, summarizing, data handling, and content creation.

- **Prompting Gemini vs. Prompting ChatGPT:** Discover key differences in prompting techniques and how to optimize your input depending on the tool you're using.

- **Writing and Editing with Gemini:** Use Gemini to write, revise, and personalize professional communications, reports, and business documentation within Google Docs and Gmail.

- **Summarization and Content Condensation:** Leverage Gemini to extract key insights from documents, meeting notes, and reports to produce concise, actionable summaries.

- **Creating Structured Content with Gemini:** Generate outlines and frameworks for business reports, proposals, emails, and presentations directly within Google Workspace tools.

- **Effective Prompting for Gemini:** Develop prompting strategies to generate clear, relevant, and high-quality responses in Gemini across various business contexts.

- **Brainstorming and Creative Ideation:** Use Gemini to spark ideas for product names, marketing campaigns, business strategies, and problem-solving.

- **Automating Routine Business Tasks:** Automate repetitive writing tasks such as weekly updates, meeting agendas, and customer emails using Gemini within Workspace.

- **Organizing Projects and Tasks with Gemini:** Apply Gemini to generate task lists, structured workflows, and project plans collaboratively in Google Sheets or Docs.

- **Data Analysis in Google Sheets with Gemini:** Use Gemini to analyze and visualize data, write formulas, and generate insights from spreadsheets quickly and accurately.

Visit the AGI website for dates and to learn more about this Gemini course

- **Reviewing and Validating AI Output:** Understand where human review is needed, how to verify information, and how to responsibly interpret Gemini's output.

- **Privacy and Control in Gemini:** Explore how Google manages user data within Gemini and how privacy controls work in business and enterprise settings.

- **Voice and Multimodal Capabilities of Gemini:** Discover Gemini's voice, image, and file processing capabilities and how they can enhance productivity in business tasks.

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