COURSE SYLLABUS

Claude & Cowork 101 (Self-Paced)

This self-paced course introduces professionals to working productively with AI using Claude and Claude Cowork. Participants learn how to structure prompts, automate repetitive tasks, and safely apply AI tools to documents, spreadsheets, and everyday knowledge work.

For more information, visit
https://www.creativelive.com/classes/claude-cowork-101-self-paced



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Course Outline

Module 1: Introduction to Claude and AI-Assisted Work

- Overview of Claude capabilities and how AI can support everyday professional tasks.
- Differences between Claude and other AI tools such as ChatGPT.
- Understanding Claude models and selecting the appropriate model for different tasks.

Module 2: Prompting Fundamentals and Chat-Based Workflows

- Structuring effective prompts using the framework: task, context, format, and constraints.
- Using Claude Chat mode for summarization, drafting, brainstorming, and explanation tasks.
- Applying prompt techniques to improve clarity, relevance, and reliability of AI responses.

Module 3: Cowork Workflows for Real Tasks

- Setting up Claude Cowork and configuring access to files and folders.
- Executing task workflows including spreadsheet analysis, document synthesis, and writing tasks.
- Reviewing AI-generated output and refining prompts to improve results.

Module 4: Connectors, Integrations, and Workflow Automation

- Connecting Claude Cowork to external platforms such as Google Drive and Slack.
- Understanding connectors, permissions, and tool integrations.
- Using AI to support automated workflows across organizational tools.

Module 5: Safety, Best Practices, and Responsible AI Use

- Understanding sandboxing, permissions, and safe AI task execution.
- Managing context limits and working with context compaction in long AI interactions.
- Applying best practices for reviewing and validating AI-generated outputs.

Module 6: Capstone Exercise – Applying AI to Real Work Tasks

- Identifying repetitive tasks suitable for AI automation.
- Designing prompts and workflows for real workplace scenarios.
- Executing AI-assisted workflows and evaluating results for practical application.