COURSE SYLLABUS

ChatGPT Level 2 (Self-Paced)

Unlock the advanced capabilities of ChatGPT in this hands-on course built for users ready to go beyond the basics. Learn how to choose the right AI model for your needs, compare outputs across models, and take advantage of features like Deep Research, Projects, and Custom GPTs. You'll also explore tools for refining writing tone, generating images, and using ChatGPT's voice features to create more natural, personalized outputs.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/chatgpt-level-2-online



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Course Outline

Understanding & Choosing the Best ChatGPT Model

- How different AI Models work
- Comparison of the different ChatGPT AI models
- What is each model good for? & What are their usage limits?
- Comparing Model Performance: Testing Prompts Across Models
- Testing Reasoning Models vs Non-Reasoning Models

Deep Research vs Web Search, & Reasoning Models

- What is "Deep Research"?
- Deep Research Usage Limits
- Deep Research vs Web Search
- Deep Research vs Reasoning Models
- Deep Research Using Connected Apps

Task: Ask ChatGPT to do things in the future

Example Uses for Tasks

Make ChatGPT Write More Like You (or a specific writing style)

Adjust ChatGPT's Writing Style via a Prompt

Customize ChatGPT: Formerly Called "Custom Instructions"

- How to Tailor ChatGPT's responses to your specific needs
- Make ChatGPT's Writing More Natural (Less like AI)

Projects: More Than Just Folders

- Creating & Using Projects

- Adding Files to Projects
- Adding Instructions to Projects

Custom GPTs: Tailoring ChatGPT to Your Specific Needs

- What are Custom GPTs?
- Finding & Using Custom GPTs
- Creating Your Own Custom GPTs
- Projects vs Custom GPTs

Generating Images in Sora vs ChatGPT

- Why create images in Sora instead of ChatGPT
- Creating a Preset for Images in Sora

Get Used to Talking With ChatGPT's Voice Mode (Chat)

- Ideas of How to Use Voice Chat
- Voice Dictation vs Voice Mode