JAMES COOK INSTITUTE

DIGITAL & IT

BASIC

[Synchronous E-Learning]

Claude Cowork for Business Automation

Description

In today's fast-paced corporate environment, basic AI chatting is no longer enough to maintain a competitive edge.

This course provides a hands-on, deeply practical blueprint for deploying Claude Cowork as a collaborative digital teammate. Participants will move past basic prompting into advanced structural design, workflow automation, and secure enterprise deployment.

By integrating human-in-the-loop validation with robust AI frameworks, professionals will drastically accelerate daily productivity while maintaining strict data governance and brand alignment.

Who is this Course For?

Admin, operational, and managerial staff who want to use Claude to improve their team's productivity.

Course Objectives

By the end of this course, learners will be able to:

- Explain core ethical considerations in AI development
- Demonstrate responsible AI handling and compliance
- Identify the ethical framework and guidelines of various prompting techniques
- Evaluate the ethical compliance of various prompting techniques
- Formulate corrective measures or interventions for AI applications
- Integrate ethical checkpoints into AI workflow
- Develop workflow plan of the AI project

Academic Pre-requisites

- Learners must have a basic command of reading, writing, speaking, and listening in English.
- Learners should be proficient in using a computer, mouse, and keyboard.
- Learners are required to have at least a lower secondary education.

Course Duration
16 Hours

Course Reference No.
TGS-2026066627

Mode of Training
Synchronous E-Learning

Funding Validity
Till 7 October 2028

Full Fee $1200
(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	$468.00
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	$708.00

Subsidies available: SFC, SFEC, PSEA & UTAP

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.

Visit our Website

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Course Content

Learning Unit 1: The Automation Mindset

- Introduction to Automation: What automation means and how it helps you complete tasks without manual effort.
- The human-in-the-loop Ethical Principle: Why human oversight is critical within an AI ecosystem.

Learning Unit 2: Claude Cowork

- Workspace Design Guidelines for Claude Cowork: How to set up your digital workspace properly for Claude Cowork.
- Claude Cowork and its functions: What Claude Cowork can do for you.

Learning Unit 3: The 4C Prompting Framework

- Concepts of Prompting Framework: How to prompt effectively.
- Ethical AI Usage: How to use AI responsibly within frameworks and guidelines

Learning Unit 4: Case Study Workshop

- Hands-on labs featuring 3 case studies: automated email drafting, AI-assisted research, and generating data insights.

Learning Unit 5: Personal Workflow Design Project

- Put what you have learned into practice. You will complete two guided tasks—writing a standard operating procedure and creating a branded content plan—and finish by building a small AI project tailored to your own work.

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