OHIO COMPUTER ACADEMY
INSPIRE • EDUCATE • EVOLVE

# LEARN CLAUDE BASICS

**Use AI with confidence in 16 hands-on hours**



## Trainer-led
## Live Online or In Person

8 Skill Sprints | 16 hours

https://ohiocomputeracademy.com/

- Live trainer-led sessions
- Real practice exercises
- Your own Claude Playbook

| Duration | Format | Level | Certificate |
|---|---|---|---|
| **16 hours** | **Trainer-led** | **Beginner** | **Included** |
| 8 Skill Sprints, 2 hours each | Live online or in person | No AI experience needed | On completing all eight Skill Sprints |

## WHY LEARN CLAUDE?

- AI tools are quickly becoming part of everyday work
- Save time on writing, summarizing, planning, and research
- Know when to trust an answer and when to check it
- Use AI safely with work information
- The right foundation before Learn Claude Advanced

## PERFECT FOR

Beginners | Career switchers | Professionals | Small business owners

## LEARNING HIGHLIGHTS

- **16 hours of structured training: short lessons, then practice on the keyboard.**
- **Just two documents: a Learner Workbook and your Personal Claude Playbook.**
- **Hands-on from the first Skill Sprint, with all practice material provided.**
- **Every exercise follows the same five moves: Try, Check, Improve, Keep, Use.**
- **Every exercise shows exactly what a good result must include.**
- **One applied task per Skill Sprint, done on your own real work.**
- **Delivered using OCA's Skill Sprint Method: clear goals, practice, measurable progress.**

## WHY THIS COURSE IS IN DEMAND

Most people now have an AI assistant on their desk and no training on how to use it. The people who get real value are the ones who can ask clearly, check what comes back, and build the habit into daily work. That is exactly what this course teaches.

- Practical skills that apply across administration, sales, operations, and management
- Written, summarized, and checked work you can show the same week
- Confidence to use AI without risking your data or your reputation
- A Playbook of your own tested requests, not a folder of tips you forget
- A structured entry point into Learn Claude Advanced later on

## PREREQUISITES

- Comfort using a computer and a web browser
- A Claude account, with the plan confirmed before you start
- A reliable internet connection
- No prior AI experience required

*Please note: this course is taught on Claude. The skills transfer to other AI assistants, but the steps shown are Claude's.*

## OUTCOMES

**By the end of this course you will be able to:**

- Explain in plain words how AI like Claude works and why it makes mistakes
- Set up Claude and use it safely with work information
- Write clear requests that get useful answers
- Check any answer for gaps, invented details, and errors
- Write, rewrite, and summarize everyday communication
- Work with documents, images, and spreadsheets
- Research with current sources and verify what you find
- Personalize Claude and organize your recurring work

## WORKPLACE APPLICATIONS & CAREER SKILLS

- **Office and administration**
- **Customer communication**
- **Sales and marketing support**
- **Operations and reporting**
- **Job search and career growth**
- **Small business management**

*This course builds everyday AI skills you can use immediately. It is the foundation for Learn Claude Advanced.*

## FAQS

**Who should take this course?**
Anyone who wants to use Claude with confidence at work or at home. No prior AI experience is needed.

**Do I need a technical background?**
No. Skill Sprint 1 starts with what AI is and how it works, in plain words, and every skill is built from there.

**How is the course delivered and how long does it take?**
16 hours in total across eight Skill Sprints of 2 hours each. Every Skill Sprint is trainer-led, live online or in person at our Dublin, Ohio office.

**What do I need?**
A computer with an internet connection and a Claude account. We confirm the plan you need before you start.

**What materials do I receive?**
A Learner Workbook with every lesson, exercise, and recap, and a Personal Claude Playbook that you fill in as you go. You keep both.

**Is my information safe?**
You never need to use confidential data. All practice material is provided, and Skill Sprint 2 covers what is safe to share at work.

**What happens when Claude changes?**
Lessons teach skills that last. Screen by screen steps carry a date and are updated whenever Claude changes.

**Is this an official Anthropic course?**
No. It is designed and delivered independently by Ohio Computer Academy and is not affiliated with or endorsed by Anthropic.

**Will I receive a certificate?**
Yes. A Certificate of Completion from Ohio Computer Academy on completing all eight Skill Sprints.

## COURSE OVERVIEW

**Every exercise follows the same five moves.**

**TRY IT follow the steps with the practice material • CHECK IT compare your result with what a good one includes • IMPROVE IT make one change that makes it better • KEEP IT save what worked to your Playbook • USE IT repeat it on your own real work this week**

- Beginner friendly program in everyday AI use with Claude
- Theory first, so you understand why Claude behaves the way it does
- Practice material provided, so no confidential data is needed
- Clear requests that get a useful answer the first time
- A checking habit you apply to every answer you receive
- Faster writing, replies, and summaries that still sound like you
- Documents, screenshots, and spreadsheets read and explained
- Research with real sources, and claims verified before you use them
- Claude set up with your preferences, styles, and recurring work
- A Personal Claude Playbook you keep using after the course

## HOW EVERY SKILL SPRINT WORKS

Each Skill Sprint is a 2 hour live session with your trainer and follows the same seven steps.

| | | | |
|---|---|---|---|
| 1 | **Objectives** | What you will be able to do by the end | **2 min** |
| 2 | **Lesson** | Your trainer explains the theory | **25 min** |
| 3 | **Watch it done** | Your trainer demonstrates the skill live in Claude | **10 min** |
| 4 | **Knowledge check** | A short quiz on what the lesson covered | **8 min** |
| 5 | **Hands-on exercises** | Three or four exercise cards with practice material provided | **55 min** |
| 6 | **Applied task** | One real task on your own work, submitted for review | **15 min** |
| 7 | **Recap** | The key points and your Playbook entry | **5 min** |

## CURRICULUM

**This course follows OCA's Skill Sprint Method: clear goals, hands-on practice, real-world application, and measurable progress at every step.**

### Skill Sprint 1: How AI Like Claude Works

*2 hours*

**The question:** What is this thing, and why is it sometimes wrong?

**YOU WILL LEARN**

- What AI and language models are
- A short history of how we got here
- Why confident answers can be wrong

**YOU WILL PRACTICE**

- Your first conversations with Claude
- Test where Claude gets things wrong
- See a knowledge cutoff in action

### Skill Sprint 2: Getting Started Safely

*2 hours*

**The question:** How do I start without risking my data?

**YOU WILL LEARN**

- The screen, the models, and the plans
- What happens to what you share
- Responsible use at work

**YOU WILL PRACTICE**

- Set up your account and settings
- Run a privacy check on a sample file
- Decide what is safe to share

### Skill Sprint 3: Prompting in Claude

*2 hours*

**The question:** Why did I get a useless answer?

**YOU WILL LEARN**

- Why answers vary for the same question
- Context, goal, format, and example
- When to add detail and when not to

**YOU WILL PRACTICE**

- Rewrite five weak requests
- Compare the results side by side
- Save your best request to the Playbook

## Skill Sprint 4: Evaluating AI Responses

*2 hours*

**The question:** Can I trust this answer?

**YOU WILL LEARN**

- Hallucinations and why they happen
- Bias and missing information
- The three checks for every answer

**YOU WILL PRACTICE**

- Find planted errors in practice texts
- Ask Claude to show its gaps
- Fix an answer before you use it

## Skill Sprint 5: Writing and Communication with Claude

*2 hours*

**The question:** How do I write faster and still sound like me?

**YOU WILL LEARN**

- Drafting, rewriting, and summarizing
- Changing tone for the reader
- Keeping your own voice

**YOU WILL PRACTICE**

- Turn messy notes into an action list
- Reply to a difficult email
- Shorten a long message by half

## Skill Sprint 6: Files, Images, and Data

*2 hours*

**The question:** What is in this file, and what does it mean?

**YOU WILL LEARN**

- What Claude can read and what it cannot
- Asking questions of a document
- Limits with large files and numbers

**YOU WILL PRACTICE**

- Summarize a sample policy PDF
- Read a screenshot and a chart
- Find patterns in a small sales sheet

## Skill Sprint 7: Thinking, Research, and Learning

*2 hours*

**The question:** How do I decide, plan, and learn faster?

**YOU WILL LEARN**

- Claude as a thinking partner
- Web search and reading sources
- Verifying a claim before you use it

**YOU WILL PRACTICE**

- Weigh a decision with pros and cons
- Research a question and verify two claims
- Plan a real week of work

## Skill Sprint 8: Personalizing Claude for Your Work

*2 hours*

**The question:** How do I make Claude part of my daily work?

**YOU WILL LEARN**

- Preferences, styles, and memory
- Projects for recurring work
- Claude on your phone

**YOU WILL PRACTICE**

- Set Claude up for your own work
- Save the workflows you repeat
- Finish your Personal Claude Playbook

## Final Workplace Productivity Project

*Applied project*

**The question:** What will you take back to your desk?

**YOU WILL LEARN**

- How to choose a task worth the effort
- What a good enough result looks like
- How to show the time you saved

**YOU WILL PRACTICE**

- Pick one real task from your own week
- Complete it end to end with Claude
- Present the result and your Playbook

## YOUR TAKEAWAY KIT

**Two documents that stay with you after the course**

The Learner Workbook holds every lesson, exercise, and recap for all eight Skill Sprints. The Personal Claude Playbook is written by you as you go: your own tested requests, your checks, and the tasks you now hand to Claude. Together they become your personal AI reference.

**By the end of the course you will have:**

- A Playbook of tested requests for your own work
- A checking routine you use on every answer
- Claude set up safely with your own preferences
- Eight applied tasks completed on your real work, one per Skill Sprint
- A finished Workplace Productivity Project of your own

## HOW YOUR PROGRESS IS CHECKED

There is no final exam. Your progress is checked on what you understand and what you can actually do with Claude.

- A short knowledge check after every lesson
- A Check it step in every exercise, showing what a good result includes
- One applied task per Skill Sprint, reviewed by your trainer
- A final Workplace Productivity Project, presented at the end

*A Certificate of Completion from Ohio Computer Academy is awarded on completing all eight Skill Sprints and their applied tasks. Your Playbook stays with you as evidence of your work.*

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# START YOUR LEARNING JOURNEY TODAY!

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## Live Online or In Person
## Hands-On

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**ENROLL NOW!**