

Claude Certified Associate – Foundations

Course description

Build a strong, practical foundation in working with Claude—understand what agentic AI is, how to prompt Claude effectively, and how to apply it responsibly across everyday knowledge work, analysis, and productivity tasks. You will explore the Claude model family, the fundamentals of structured prompting, working with context and Projects, and the safe, responsible use of Claude to solve real-world business problems.

- Course level: Foundational (Associate)
- Duration: 1 day

Activities

This course includes presentations, hands-on labs, guided exercises, demonstrations, and group discussions. Approximately 60% of the course is hands-on.

Course objectives

In this course, you will learn to:

- Describe the Claude model family and select appropriate models for specific tasks
- Use Claude apps and Projects to organize context and knowledge
- Write clear, structured prompts that produce reliable, repeatable results
- Apply prompting techniques including roles, examples, and step-by-step guidance
- Understand agentic AI concepts and how Claude uses context and tools

- Recognize Claude’s capabilities, limitations, and safe-use boundaries
- Apply responsible-AI and data-handling best practices
- Use Claude for summarization, drafting, analysis, and everyday knowledge work

Intended audience

This course is intended for those new to Claude and generative AI:

- Business users, analysts, and knowledge workers new to Claude
- Product, project, and operations professionals
- Students and early-career professionals entering the AI field
- Anyone beginning the Anthropic Claude certification pathway

Prerequisites

We recommend that attendees of this course have:

- No prior AI or programming experience required
- Basic computer and web literacy
- Access to a Claude account (free or paid)

Course outline

Module 1: Introduction to Claude & Agentic AI

- What Claude is and how large language models work
- Agentic AI versus traditional chatbots and prompt-only tools
- The Claude model family and model selection basics
- Claude apps overview: web, desktop, mobile, and Projects
- Lab 1: Set up Claude and create your first Project
- Lab 2: Compare model responses on identical tasks

Module 2: Prompting Fundamentals

- Anatomy of an effective prompt
- Structured prompting: roles, context, task, and format
- Giving examples and step-by-step instructions
- Iterating and refining prompts for improved output
- Lab 3: Rewrite a weak prompt into a structured version
- Lab 4: Use examples to control output format

Module 3: Working with Context & Knowledge

- How Claude uses context and the context window
- Uploading files and grounding responses in your data

- Organizing knowledge with Projects
- Understanding hallucinations and mitigation strategies
- Lab 5: Build a knowledge Project and query your documents

Module 4: Everyday Productivity with Claude

- Summarization, drafting, and rewriting techniques
- Data extraction and simple analysis
- Brainstorming, planning, and decision support
- Building reusable prompt templates
- Lab 6: Automate a recurring writing task
- Lab 7: Extract structured data from a document

Module 5: Responsible & Safe Use of Claude

- Claude's capabilities and limitations
- Responsible-AI principles and safe usage guidelines
- Data privacy, confidentiality, and appropriate use
- Verifying, reviewing, and fact-checking AI output
- Lab 8: Identify and correct unsafe or low-quality outputs

Your course overview ends here.
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To know more about our cloud certification training, email at sales@cloudthat.com or call us at **+91-8880002200** or **+1-8555588830** for those from outside India.