Synk Corp

AI MASTERY PROGRAMME

Syllabus & Curriculum Roadmap

Transform your professional workflow with AI



PROGRAMME SCOPE

1 Live Interactive App •
Capstone Build & Deploy

Claude | Gemini | ChatGPT

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AI Mastery Programme

From Beginner to Confident Creator.



MODULE 1

AI Intro, Claude Setup & Interface Workspace

Foundations:
Understanding AI basics, core mechanics, real-world execution examples, and system limitations.

Walkthrough:
Step-by-step onboarding walkthrough for setting up your private Claude account workspace.

Navigation:
Comprehensive tour of the Claude user interface, managing active chats, handling independent projects, and workspace custom settings.

Claude

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AI Mastery Programme

Master the tools. Engineer the future. Lead with clarity.



Multi-Model Access & Prompting Brief

Claude | Gemini | ChatGPT

Multi-Model Access & Prompting Brief

- **The Assistant Ecosystem:** Strategic high-level introduction to OpenAI's ChatGPT and Google's Gemini architectures.
- **Platform Selection:** Key operational variables explaining why this deep training focus optimizes workflows primarily through Claude.
- **Taxonomy Core:** Critical breakdown of the baseline Task + Context + Format structural prompt blueprint rules.

Detailed Prompt Engineering (Part I)

- **Comparative Diagnosis:** Live production-grade analysis contrasting low-performing vague inputs against high-clarity engineered prompts.
- **Syntax Rules:** Engineering explicit execution guardrails, isolating background metrics, and formatting parameters to secure perfect output performance.

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Detailed Prompt Engineering (Part II)

- **Reasoning Chains:**
  Applying chain-of-thought structural frameworks to smoothly guide models across complex multi-step computation pathways.

- **Persona Control:**
  Mastering strict behavioral and identity mask control with the standard "Act as a..." parameter architecture.

- **Interactive Workshop:**
  Hands-on refactoring laboratory transforming 5 highly ambiguous prompts into enterprise-ready power instructions.

AI Video Prompting Lesson (Specialized Module)

Formatting detailed multi-dimensional cinematic descriptions, spatial layout, framing controls, and movement syntax rules for modern generative text-to-video tools.



Daily Life Ecosystem & Document Intelligence

- **Cloud Workspace Integrations:**
  Securely connecting Claude with Google Drive systems and Gmail accounts to run automated summaries and draft rapid smart communications.

- **Document Deep Auditing:**
  Conversing fluently with large files to quickly filter, audit, and extract parameter fields from multi-page PDFs, legal contracts, and data metrics.

- **Ingestion Speed Drill:**
  Interactive speed test focused on synthesizing an extensive 20-page strategic report down to its core summaries within 60 seconds.

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Claude + Excel Data Analysis Architecture



- **Spreadsheet Data Ingestion:** Parsing structured databases directly to instantly isolate data anomalies, identify core trends, and generate automated summaries.
- **Natural Language Syntax Translation:** Building complex nested Excel and Google Sheets structural mathematical expressions using simple text descriptions.
- **Pipeline Automation:** Mapping macro-level data points and configuring dynamic automated reporting templates for teams.

Advanced AI, Plugins, Skills & Connectors

- **MCP Connectors Architecture:** Linking Claude securely to external business applications, databases, and live file repositories via Model Context Protocol.
- **Custom Skills & Procedural Programming:** Engineering reusable markdown-based skill instructions to teach Claude specific company formats, brand voices, and internal workflows.
- **Plugins & Turnkey Workflows:** Packaging custom connectors, sub-agents, and specialized skills into distributable plug-and-play kits for rapid team deployment.

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Technology for a brighter tomorrow

No-Code Website Design With Claude

- **Website Generation Foundations:** Learn how to create modern, responsive website layouts by describing your ideas in plain language, without writing code.
- **Building a Complete Website Prototype:** Combine AI-generated content, images, and website sections to create a complete business website prototype. Learn to customize layouts, add content, and preview your design.
- **AI Portfolio Building & Service** Packaging: Organize your AI-generated images, videos, written content, and website designs into a professional portfolio. Learn how to present your skills and create simple service packages for potential clients.



Freelancing, Upwork & Client Acquisition

- **Freelance Positioning & Profiles:** Explore freelancing opportunities through Upwork and local businesses. Learn how to prepare a standout freelance profile, introduce your services, and establish market positioning.
- **Trust & Proposal Engineering:** Build client trust, master communication workflows, and write professional, high-converting client proposals using AI.

Synk Corp • Think It, Synk It

Real skills. Infinite possibilities.

Designed & Built by Synk Corp.