

AI & ChatGPT Essentials

4-Week Beginner Course

Practical technology & AI skills for adults.

COURSE LEVEL	Beginner
FORMAT	Online • Group or 1-on-1
DURATION	4 weeks • 4 core classes
CLASS LENGTH	60–90 minutes per class

This course is about using AI in real life — not just knowing what AI is.

You will learn how to use ChatGPT to learn, write, plan, organize, research, solve everyday problems and work more effectively, while understanding its limits and checking important information.

Course Overview

AI is becoming part of everyday technology. This course gives adults a practical starting point: understand the basics, communicate clearly with AI, and use it for useful tasks at home, during learning, and at work.

The course does not assume previous AI experience. Every topic is demonstrated step by step, followed by a practical activity.

Who this course is for

- Adults who are new to AI or have only used ChatGPT for simple searches.
- People who want to become more confident using technology in everyday life.
- Workers, students, entrepreneurs and professionals who want practical AI skills.
- Anyone who wants to learn how to ask better questions and get more useful results from AI.

What you will learn

- What AI is, what it can do, and where it can make mistakes.
- How ChatGPT works as a conversational tool and how to give it useful instructions.
- Prompting techniques for clearer, more relevant answers.
- AI for writing, learning, research, planning and productivity.
- AI for everyday life — including meal planning, budgeting, documents, travel and routines.
- How to check AI-generated information before relying on it.
- How to build a personal AI toolkit you can continue using after the course.

Learning Outcomes

By the end of the four weeks, a learner should be able to:

- Explain the basic idea of artificial intelligence in plain language.
- Open and use ChatGPT confidently for common tasks.
- Write clearer prompts using context, goals, constraints and examples.
- Ask AI to simplify difficult information and turn it into useful notes or explanations.
- Use AI to draft emails, messages, outlines, checklists and other everyday content.
- Use AI to plan meals, organize a budget, prepare for trips and structure a busy day.
- Use AI as a learning assistant without treating its answers as automatically correct.
- Identify situations where human expertise is required, especially for important health, legal or financial decisions.
- Create a repeatable personal AI workflow for at least three tasks they regularly do.

Responsible AI use

AI can be useful for organizing information, preparing questions, learning general concepts and exploring options. It should not replace qualified professionals. For health, legal, financial or other high-stakes matters, use AI as a preparation and information tool and verify important information with an appropriate professional or reliable source.

4-Week Syllabus

WEEK 1 — Understanding AI

Focus: Build confidence before using the tools.

Topics

- What artificial intelligence actually means.
- AI, chatbots and generative AI explained simply.
- What ChatGPT is and what it can help with.
- Strengths and limitations of AI.
- Why AI can sound confident while still being wrong.
- Privacy, personal information and sensible AI use.

Practical activity: Explore several everyday questions and compare useful answers with answers that need checking.

Take-home exercise: Write down five tasks from your normal week where AI could potentially save time or make something easier.

WEEK 2 — ChatGPT & Prompting

Focus: Learn how to communicate with AI clearly.

Topics

- How to start a useful conversation with ChatGPT.
- The anatomy of a good prompt: goal, context, task and constraints.
- Asking follow-up questions and improving an answer.
- Giving examples and preferred formats.
- Using AI to rewrite, summarize, explain and organize information.
- Creating reusable prompts for common tasks.

Practical activity: Turn a vague request into a clear prompt, then refine the result through two or three follow-up messages.

Take-home exercise: Create three reusable prompts: one for writing, one for learning and one for planning.

4-Week Syllabus — Continued

WEEK 3 — AI in Everyday Life & Work

Focus: Use AI for real situations, not just searching.

Topics

- AI for learning and understanding difficult subjects.
- AI for writing emails, messages and documents.
- AI for planning trips, schedules and routines.
- AI for meal ideas from ingredients you already have.
- AI for organizing monthly expenses and building a simple budget plan.
- AI for understanding complicated documents in plain language.
- AI for brainstorming ideas and thinking through everyday situations.
- AI for work: research, outlines, summaries and productivity.
- Using AI responsibly for health information: preparing questions and understanding general information.

Practical activity: Choose one real-life problem and use AI to break it into smaller steps, compare options and produce a practical plan.

Take-home exercise: Use AI for one real task during the week and record what worked, what did not, and what you had to verify.

WEEK 4 — Practical AI Project

Focus: Turn the skills into a repeatable personal system.

Topics

- Combining prompts into a simple workflow.
- Fact-checking and verifying important information.
- Improving weak AI outputs instead of starting over.
- Creating a personal library of useful prompts.
- Choosing the right AI task for the right situation.
- Building a practical AI toolkit for continued use.

Practical activity: Build a personal AI toolkit containing at least three repeatable workflows, such as learning, planning, writing, budgeting or work productivity.

Take-home exercise: Complete the final project and prepare a one-page list of your most useful prompts and workflows.

Final Practical Project

Build Your Personal AI Toolkit

The final project is designed to prove that the learner can use AI independently rather than simply describe AI concepts.

PART	WHAT THE LEARNER CREATES
1. Everyday workflow	One practical AI workflow for a regular personal task — for example planning meals, organizing a routine or understanding a document.
2. Work or learning workflow	One workflow for work or study — for example research, writing, summarizing or learning a difficult topic.
3. Prompt library	At least five reusable prompts, written clearly enough to use again.
4. Verification habit	A simple checklist showing how the learner will verify important AI-generated information.
5. Reflection	A short reflection: What did AI make easier? Where did it make mistakes? When should a human or professional be involved?

Completion standard

The learner should be able to demonstrate each workflow live or submit examples of the prompts, outputs and verification steps used. The goal is practical confidence, not memorization.

Class Format & Learning Resources

Standard course format

- 4 live classes over 4 weeks.
- One class per week.
- 60–90 minutes per class.
- Demonstration → guided practice → independent exercise → questions.
- Practical take-home activities between classes.

Available learning options

- **Group classes:** Learn with other adults in a guided online class.
- **1-on-1:** Personalized sessions with examples and exercises matched to the learner.
- **WhatsApp learning:** Lessons, resources, exercises and support delivered through WhatsApp.
- **Accelerated 1-on-1:** An intensive option for learners who want to cover the material faster.

Course resources

- Course syllabus.
- Practical prompt examples.
- Prompt-writing checklist.
- AI verification checklist.
- Everyday AI task ideas.
- Final project guide.
- Personal AI toolkit worksheet.

What learners need

A smartphone, tablet or computer with internet access and access to an AI chat tool such as ChatGPT. Learners do not need programming experience.

Next Steps

Ready to learn?

Choose the learning format that suits you, confirm your schedule, and start with the first practical lesson.

Course pricing

OPTION	CURRENT GUIDE
Group Adult Digital Essentials	\$20–\$25/month • 4 live classes • 1 class/week • 60–90 min • exercises • syllabus/materials
Private 1-on-1 Adult Digital Essentials	\$50/month • 4 live sessions • up to 90 min • personalized instruction • exercises • materials • personal questions/support
Accelerated 1-on-1	\$60–\$80/month • 6–8 sessions • intensive pace • practical projects • materials
AI-focused 1-on-1	\$40–\$50/month • AI fundamentals • ChatGPT • prompting • work/research/writing/productivity • practical exercises

Enrollment

For enrollment, schedule questions or help choosing a learning option, contact AdultTech Academy through WhatsApp. Enrollment messages can include the course, preferred learning format and any specific goals.

ADULTTECH ACADEMY

Practical technology & AI skills for adults.

Contact / WhatsApp: _____

Instagram: _____

Course note

This syllabus is designed as a practical teaching framework. Individual class examples and exercises may be adjusted to the learner's experience, goals and pace.