



Course Catalogue & Syllabus Guide

Practical technology & AI skills for adults.

Technology should be understandable to everyone.

WHAT'S INSIDE THIS GUIDE

Our learning philosophy & formats

Full syllabus for all eight courses

Recommended learning pathways

Pricing & how to enrol



Founded by Mike Chari — Founder & Technology Instructor
WhatsApp +91 97792 92603 • charimike97@gmail.com

Welcome to AdultTech Academy

Technology should be understandable to everyone.

AdultTech Academy is a practical online education platform helping adults build confidence with modern technology, artificial intelligence and digital tools for everyday life, work and business. We are built for adults, including complete beginners — not for people who already consider themselves “good with computers.”

You do not need to be a technology expert to take one of our courses. You do not need previous training, a technical background, or any special equipment beyond a computer or smartphone and an internet connection. Every course is designed to meet you where you are, and to move at a pace that respects your time and your experience.

This catalogue sets out everything AdultTech Academy currently teaches: our learning philosophy, our course formats, a full syllabus for each of our eight courses, our recommended learning pathways, pricing, and how to get started.

Who this is for

Our students are adults of every age and background: people returning to work, small-business owners, parents, retirees, employees whose jobs now involve more technology than before, and anyone who has ever felt one step behind and wants practical, judgement-free help catching up.

You can learn this. You don't need to be a technology expert. Learn at your own pace — and leave every class with practical skills you can use immediately.

Our Learning Philosophy

Learn it. Practice it. Use it.

AdultTech Academy does not teach technology simply for the sake of learning technology. We help adults use modern tools confidently in real situations — at home, at work, and in everyday life. That means our classes spend real time actually using the tools, not just listening to explanations of them.

Every course at AdultTech Academy includes:

- Clear learning objectives
 - Practical demonstrations
 - Guided practice
 - Independent practice
 - Take-home exercises
 - A practical project or final activity
 - Learning resources
-

The standard four-week structure

Most courses follow the same simple rhythm, moving from understanding to real, practical use over four live classes:

Week 1	Understand the foundations
Week 2	Learn the core tools and techniques
Week 3	Apply the skills to real-world situations
Week 4	Complete practical activities and a final project

This structure isn't forced where a topic needs a better educational sequence — but it is the reliable default you can expect across the academy.

Learning Formats

Every course can be taken in the format that suits how you learn best.

Group Classes

Live online classes alongside other learners. A supportive, sociable way to learn, with the encouragement and momentum of a shared class.

1-on-1

Personalised live instruction based entirely on your own pace and needs. Ideal if you want focused attention or have specific goals.

WhatsApp Learning

Lessons, resources, exercises and support delivered through WhatsApp — a flexible option for adults who want to learn around a busy schedule.

Accelerated / Custom

A personalised schedule for learners who want to cover material faster, or focus in on specific skills within a course.

The Course Catalogue

AdultTech Academy currently offers eight practical courses. Each follows the same four-week structure by default, and each ends with a real, hands-on project. You do not need to complete every course — choose the ones that match what you actually want to do.

Course	Category	Level	Duration
1. Digital Essentials	Foundations	Beginner	4 weeks
2. AI & ChatGPT Essentials	Artificial Intelligence	Beginner	4 weeks
3. Social Media Management Essentials	Social Media	Beginner to Intermediate	4 weeks
4. Canva & Digital Content Creation	Design	Beginner	4 weeks
5. Google Workspace Essentials	Productivity	Beginner	4 weeks
6. WhatsApp Business Essentials	Business Communication	Beginner	4 weeks
7. Digital Business Essentials	Small Business	Beginner to Intermediate	4 weeks
8. AI for Work & Business	Artificial Intelligence	Intermediate	4 weeks

COURSE 1 OF 8 • BEGINNER

Digital Essentials

Foundations — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

A beginner-friendly introduction to everyday digital technology. Students learn how to confidently use computers, smartphones, the internet, email, cloud storage, files and common online tools. This is the natural starting point for anyone who wants to feel steady and capable with everyday technology.

Who this course is for

Adults with little or no technical background who want to become more comfortable using everyday technology, at home or at work.

Recommended level	Beginner
Prerequisites	None. No prior computer experience is required.
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Build confidence using a computer and a smartphone for everyday tasks.
- Understand how the internet, browsers and search engines work in practice.
- Learn to send email and manage files, folders and cloud storage.
- Recognise common online scams and browse the internet safely.

Learning outcomes

By the end of this course:

- Students will be able to create, name, save and organise files and folders on a computer.
- Students will be able to send, reply to and organise an email with an attachment.
- Students will be able to upload, download and share a file using Google Drive.
- Students will be able to identify common signs of an online scam or phishing message.
- Students will be able to join and use a Google Meet or Zoom video call.

Digital Essentials: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Get comfortable with the computer or phone in front of you, and understand what the internet actually is.

Topics covered

Computer basics • Smartphone basics • Understanding the internet • Web browsers • Search engines

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: In class, students open a computer or smartphone, identify key parts of the screen and settings, open a browser, and practise running three different searches to find specific information.

Take-home exercise: Spend 20 minutes exploring your own device: open three apps you rarely use, and write down one question you still have about how it works.

Expected outcome: Students can confidently turn on a device, open a browser, and search for information they actually need.

Instructor preparation: Instructor should have a simple device (screen-share friendly) ready to demonstrate both a computer and a smartphone interface, and prepare 3 sample search tasks of increasing difficulty.

WEEK 2 Core Tools and Techniques

Class objective: Learn to send email properly and build a simple, organised file system.

Topics covered

Email fundamentals • Creating and managing files • Folders and organization •
Downloading and uploading • Google Drive • Cloud storage

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students create a folder structure on their device or Google Drive, save a document into it, send an email with that document attached, and upload/download a file from the cloud.

Take-home exercise: Create three folders for your own life (for example: Bills, Photos, Personal) and move five real files into the correct folder.

Expected outcome: Students can send an email with an attachment and keep their files in folders they can find again later.

Instructor preparation: Prepare a short demo email account, a sample document to attach, and a Google Drive folder students can practise inside.

WEEK 3 Applying the Skills

Class objective: Use video calling tools confidently and protect personal information online.

Topics covered

Google Meet • Zoom • Digital organisation • Passwords and account security • Recognising scams • Safe browsing

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration

30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students join a live Google Meet or Zoom call, practise muting, turning on video, and sharing a screen. The class then reviews real examples of scam emails and messages together.

Take-home exercise: Review your last 10 emails or messages and identify anything that looks suspicious. Update one weak password using a password manager or a stronger passphrase.

Expected outcome: Students can join a video call independently and describe at least three warning signs of a scam.

Instructor preparation: Set up a practice Meet/Zoom link in advance and prepare 4–5 real (redacted) examples of phishing emails or scam texts for discussion.

WEEK 4 Practical Activities and Final Project

Class objective: Combine everything learned into one simple, working digital workspace.

Topics covered

Basic digital productivity • Bringing the skills together

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Guided lab time: students build their personal digital workspace live in class, with the instructor available for questions.

Take-home exercise: Finish organising your digital workspace and share one folder with a friend or family member using the correct sharing settings.

Expected outcome: Students leave with a working, organised digital space they set up themselves.

Instructor preparation: Prepare a simple checklist handout of the final project requirements so students can work through it step by step.

Final project

Create and organise a simple personal digital workspace.

Students should demonstrate:

- Creating folders
- Naming files clearly
- Uploading files
- Downloading files
- Sharing a document with correct permissions
- Organising digital information
- Using email
- Using cloud storage safely

Skills students should have after completion

- Confident everyday computer and smartphone use
- Safe, effective web searching
- Email with attachments
- File and folder organisation
- Cloud storage basics (Google Drive)
- Video calling (Google Meet, Zoom)
- Recognising scams and basic account security

Recommended tools

- A computer or laptop
- A smartphone
- A Gmail or similar email account
- Google Drive
- Google Meet or Zoom

Student resources

- Digital Safety Checklist
- Google Drive Beginner Guide
- Email Writing Guide
- Digital Organisation Checklist

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

Suggested next course

AI & ChatGPT Essentials

COURSE 2 OF 8 • BEGINNER

AI & ChatGPT Essentials

Artificial Intelligence — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

A practical beginner course introducing adults to artificial intelligence, ChatGPT and other modern AI tools. Students learn what AI actually is, what it can and cannot do, and how to use it confidently and responsibly in everyday life, at work, and at home.

Who this course is for

Adults who have heard about AI but are unsure what it is, how it works, or how to use it practically.

Recommended level	Beginner
Prerequisites	Basic comfort with a computer or smartphone (Digital Essentials recommended but not required).
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Understand what artificial intelligence and generative AI actually are.
- Learn what tools like ChatGPT and Claude can and cannot reliably do.
- Learn to write clear, effective prompts that get useful results.
- Apply AI to real situations at home, at work, in learning, and in planning.
- Use AI responsibly, checking information and protecting personal privacy.

Learning outcomes

By the end of this course:

- Students will be able to explain, in plain language, what generative AI is and how it differs from a search engine.
- Students will be able to write a clear prompt that gives an AI assistant specific context, instructions and a desired format.
- Students will be able to use AI to draft an email, summarise a document, and brainstorm ideas.
- Students will be able to identify at least three limitations of AI and know when to check information independently.
- Students will be able to build a personal set of reusable prompts for everyday tasks.

AI & ChatGPT Essentials: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Build a clear, honest picture of what AI actually is, without hype or fear.

Topics covered

What artificial intelligence is • What generative AI is • What ChatGPT is • Understanding AI assistants • Introduction to Claude and similar tools • What AI can do • What AI cannot reliably do • AI limitations

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students open ChatGPT or a similar assistant for the first time, ask it a simple question, and compare the answer to a normal web search.

Take-home exercise: Write down three tasks in your own life where AI might realistically help, and one task where it would not be appropriate.

Expected outcome: Students can describe what AI is in their own words and give an example of something it does well and something it does not do well.

Instructor preparation: Instructor should have ChatGPT and Claude open and ready to demonstrate live, with two or three prepared example prompts.

WEEK 2 Core Tools and Techniques: Prompting

Class objective: Learn the practical skill of prompting: giving AI clear context, instructions and format.

Topics covered

Prompting fundamentals • How to ask better questions • Providing context • Giving clear instructions • Asking for specific formats • Improving AI responses

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students take one weak, vague prompt and improve it step by step in class, adding context, instructions and format until the result is genuinely useful.

Take-home exercise: Write five prompts you might realistically use in your own week (for example, planning a meal, writing a message, or organising a task).

Expected outcome: Students can turn a vague request into a clear, effective prompt.

Instructor preparation: Prepare a 'before and after' prompt example to demonstrate the difference clearly.

WEEK 3 Applying AI to Real Life

Class objective: Practise using AI across real, everyday situations, not just abstract examples.

Topics covered

AI for writing emails, documents and reports • AI for brainstorming and research • Checking AI-generated information • AI for productivity and everyday life • AI image generation • Everyday examples: at home, with money, at work, for learning, for planning, for confusing information

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration

30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students choose two real situations from their own life (for example, planning a weekly budget, or explaining a confusing letter) and work through them live using AI, with instructor guidance.

Take-home exercise: Use AI for one real task this week: a message you need to write, a plan you need to make, or something you want explained more simply.

Expected outcome: Students can point to a real task in their week where AI genuinely helped them.

Instructor preparation: Prepare 4–5 relatable everyday scenarios (meal planning, a budget, a work email, a confusing bill) as demonstration prompts.

WEEK 4 Responsible Use and Final Project

Class objective: Understand the boundaries of responsible AI use and consolidate everything into a personal toolkit.

Topics covered

Responsible use of AI • Privacy and sensitive information • Building a personal AI toolkit

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Class discussion and demonstration on privacy and sensitive information, followed by guided project time to build the Personal AI Toolkit.

Take-home exercise: Finish your Personal AI Toolkit and test each prompt at least once to confirm it works for you.

Expected outcome: Students leave with a working, personalised set of prompts they will actually use again.

Instructor preparation: Prepare clear talking points on privacy (what not to share with AI tools) and on the principle that AI supports but does not replace qualified professionals.

Final project

Build a Personal AI Toolkit of prompts and workflows for everyday use.

Students should demonstrate:

- Useful, tested prompts
- Everyday AI workflows
- Work-related prompts
- Learning prompts
- Productivity prompts
- Personal use cases

Skills students should have after completion

- Understanding what generative AI is and is not
- Writing clear, effective prompts
- Using AI for writing, brainstorming and research
- Fact-checking AI output
- Applying AI at home, at work and in learning
- Responsible and private use of AI tools

Recommended tools

- ChatGPT
- Claude
- A computer or smartphone with internet access

Student resources

- AI Prompt Cheat Sheet
- ChatGPT Beginner Guide
- AI Fact-Checking Guide
- AI for Everyday Life Guide

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final

practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

Suggested next course

AI for Work & Business, Social Media Management Essentials, or Digital Business Essentials

COURSE 3 OF 8 • BEGINNER TO INTERMEDIATE

Social Media Management Essentials

Social Media — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

A practical course teaching students how to plan, create, publish and manage social media content for themselves, for creators, or for a business.

Who this course is for

Adults who want to manage social media professionally, or manage social media for a small business or client.

Recommended level	Beginner to Intermediate
Prerequisites	Basic comfort with a smartphone and the internet (Digital Essentials recommended).
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Understand how Facebook and Instagram work for individuals and businesses.
- Learn to plan content around a clear audience and content pillars.
- Create posts, captions, reels and a content calendar with confidence.
- Manage comments, messages and basic analytics like a professional.

Learning outcomes

By the end of this course:

- Students will be able to set up a professional social media profile for a business or personal brand.

- Students will be able to define an audience and three to five content pillars.
- Students will be able to write a caption with a clear call to action.
- Students will be able to build a 30-day content calendar with post ideas and reel ideas.
- Students will be able to read basic analytics and explain what reach and engagement mean.

Social Media Management Essentials: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Understand how social media platforms work and who you are actually creating content for.

Topics covered

Understanding social media • Facebook fundamentals • Instagram fundamentals • Professional profile setup • Understanding audiences • Audience research

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students set up or clean up a Facebook and/or Instagram profile in class, and complete a simple audience research worksheet.

Take-home exercise: Write a short description of your ideal audience: who they are, what they care about, and where they spend time online.

Expected outcome: Students have a clear, professional profile and a written description of their audience.

Instructor preparation: Prepare an audience research worksheet template and example professional profiles to review together.

WEEK 2 Core Tools and Techniques: Creating Content

Class objective: Learn the building blocks of good content: pillars, captions, calls to action, and simple video.

Topics covered

Content pillars • Content strategy • Content planning • Creating social media posts • Writing captions • Calls to action • Hashtags and keywords • Reels • Short-form video • Canva basics

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students choose three content pillars, draft two sample posts with captions and calls to action, and create one simple graphic in Canva.

Take-home exercise: Draft five caption ideas based on your content pillars, each with a clear call to action.

Expected outcome: Students can produce a post-ready caption and a simple graphic without help.

Instructor preparation: Prepare a short Canva walkthrough and 3–4 strong caption examples with calls to action highlighted.

WEEK 3 Applying the Skills: Planning and Managing

Class objective: Learn to plan ahead, schedule posts, and manage a page's community and performance.

Topics covered

Content calendars • Scheduling posts • Meta Business Suite • Community management • Responding to comments • Responding to messages • Basic analytics • Understanding reach and engagement • Organic growth

Recommended class timing

10–15 min	Introduction / recap
-----------	----------------------

20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students build a simple content calendar template, practise scheduling a post in Meta Business Suite, and review a real analytics dashboard together.

Take-home exercise: Fill in two full weeks of your content calendar with post ideas, formats and dates.

Expected outcome: Students can explain what their analytics are telling them and respond to a comment or message professionally.

Instructor preparation: Prepare a sample Meta Business Suite account or screenshots, and a sample analytics dashboard to walk through.

WEEK 4 Practical Activities and Final Project

Class objective: Bring everything together into a complete, presentable content plan.

Topics covered

Business social media strategy • Content creation workflows • Managing social media for clients • Building a social media portfolio • Basic reporting

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Guided lab time: students build their 30-day content plan in class, with instructor feedback on audience fit and consistency.

Take-home exercise: Finish the 30-day content plan and prepare to present three posts from it to the class.

Expected outcome: Students leave with a real, usable 30-day content plan they can show to an employer or client.

Instructor preparation: Prepare a final project checklist and a simple one-page reporting template students can reuse with future clients.

Final project

Create a complete 30-day social media content plan for a real or fictional business.

Students should demonstrate:

- Defined audience
- Content pillars
- Full 30-day calendar
- Post ideas
- Captions
- Calls to action
- Reel ideas
- Basic content strategy
- Example designs

Skills students should have after completion

- Professional social media profile setup
- Audience research
- Content planning and pillars
- Caption writing with calls to action
- Reels and short-form video basics
- Content calendars and scheduling
- Community management
- Reading basic analytics

Recommended tools

- Facebook
- Instagram
- Meta Business Suite
- Canva

Student resources

- Social Media Content Calendar
- Social Media Caption Guide

- Canva Design Checklist

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

Suggested next course

Canva & Digital Content Creation

COURSE 4 OF 8 • BEGINNER

Canva & Digital Content Creation

Design — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

A beginner-friendly course teaching students how to create professional-looking digital content using Canva, from single social posts to a simple brand identity.

Who this course is for

Adults who want to create their own professional-looking graphics without a design background.

Recommended level	Beginner
Prerequisites	Basic comfort with a computer or smartphone.
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Learn to navigate Canva's interface, templates and layout tools confidently.
- Understand simple principles of typography, colour and layout.
- Create social posts, carousels, flyers, posters and presentations.
- Build a small set of reusable, brand-consistent templates.

Learning outcomes

By the end of this course:

- Students will be able to create a social media post from a Canva template and adjust it to match a brand.

- Students will be able to apply consistent colours, fonts and layout across a set of designs.
- Students will be able to design and export a flyer or poster ready for print or online use.
- Students will be able to build and reuse a simple branded template.

Canva & Digital Content Creation: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Get comfortable navigating Canva and understand the basics of good layout, type and colour.

Topics covered

Canva fundamentals • Canva interface • Templates • Layout • Typography • Colour basics • Images

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students explore the Canva interface, browse templates, and rebuild one template using their own text and images.

Take-home exercise: Recreate one Canva template using your own colours and a photo from your phone.

Expected outcome: Students can open Canva, find a suitable template, and personalise it without help.

Instructor preparation: Prepare a short list of beginner-friendly templates and a simple explanation of colour contrast and font pairing.

WEEK 2 Core Tools and Techniques: Common Formats

Class objective: Practise the most common formats adults are asked to create: posts, carousels, flyers and presentations.

Topics covered

Social media posts • Instagram posts • Instagram carousels • Flyers • Posters • Presentations

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students create one Instagram post, one three-slide carousel, and one flyer in class, using a consistent colour palette.

Take-home exercise: Design one poster or presentation slide for a real or fictional event or business.

Expected outcome: Students have created at least four different design formats in Canva.

Instructor preparation: Prepare example carousels and flyers to show what 'good' looks like at this level.

WEEK 3 Applying the Skills: Brand and Editing

Class objective: Learn to keep a set of designs visually consistent, and try simple photo and video editing.

Topics covered

Simple brand assets • Basic visual consistency • Image editing • Simple video editing

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting

5 min Assignment and recap

Practical activity: Students build a simple brand kit (colours, fonts, logo placement) and apply it across two designs, then try basic photo cropping/editing and a short Canva video edit.

Take-home exercise: Apply your brand kit to two more designs so all your content looks like it belongs together.

Expected outcome: Students can look at a set of their own designs and recognise whether they are visually consistent.

Instructor preparation: Prepare a short brand-kit-building demo and one simple video-editing example inside Canva.

WEEK 4 Practical Activities and Final Project

Class objective: Learn to export correctly for different platforms, and build templates that save time in future.

Topics covered

Exporting designs • Correct file formats • Creating reusable templates

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Guided lab time: students finish and export their final project pieces in the correct formats.

Take-home exercise: Save your final designs as a reusable Canva template folder for future use.

Expected outcome: Students leave with a small, reusable design kit they can use again immediately.

Instructor preparation: Prepare a simple export-format reference (which format for print, web, and social).

Final project

Create a simple brand identity and a small set of matching content.

Students should demonstrate:

- A simple brand identity (colours, fonts, logo placement)
- One flyer
- One Instagram post
- One Instagram carousel
- One short video design

Skills students should have after completion

- Confident use of the Canva interface
- Basic layout, typography and colour principles
- Creating social posts, carousels, flyers, posters and presentations
- Building and applying a simple brand kit
- Correct exporting for print and online use

Recommended tools

- Canva (free or Pro)

Student resources

- Canva Design Checklist
- Social Media Caption Guide

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

Suggested next course

Social Media Management Essentials

COURSE 5 OF 8 • BEGINNER

Google Workspace Essentials

Productivity — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

A practical introduction to Google's core productivity tools, giving students a working digital toolkit for personal projects, work or a small business.

Who this course is for

Adults who want to use Gmail, Docs, Sheets, Slides and related tools confidently and productively.

Recommended level	Beginner
Prerequisites	Basic comfort with a computer (Digital Essentials recommended).
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Learn to use Gmail, Drive, Docs, Sheets, Slides, Forms and Calendar together.
- Create, format and share documents, spreadsheets and presentations.
- Understand file permissions and simple collaboration.
- Build a working digital workspace for a real project.

Learning outcomes

By the end of this course:

- Students will be able to create and format a document in Google Docs and share it with the correct permissions.

- Students will be able to build a basic spreadsheet in Google Sheets with simple formulas.
- Students will be able to create a short presentation in Google Slides.
- Students will be able to build a Google Form to collect information.
- Students will be able to organise a Google Calendar for personal or work use.

Google Workspace Essentials: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Get an overview of every core Google Workspace tool and how they connect.

Topics covered

Gmail • Google Drive • Google Docs • Google Sheets • Google Slides • Google Forms • Google Calendar

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students take a guided tour of each tool, opening a Doc, a Sheet, a Slide, a Form and their Calendar in one session.

Take-home exercise: Open each of the seven tools at least once this week and write down one thing you noticed in each.

Expected outcome: Students can name each core tool and describe, in one sentence, what it is used for.

Instructor preparation: Prepare a simple one-page overview handout listing each tool and its main purpose.

WEEK 2 Core Tools and Techniques: Documents

Class objective: Learn to create, format and share a document with the correct permissions.

Topics covered

Creating documents • Formatting documents • Sharing files • Permissions • Collaboration

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students create a formatted document, share it with a classmate with 'comment' access, and leave a comment on each other's document.

Take-home exercise: Create one real document you need (a letter, a CV, or notes) and share it correctly with one other person.

Expected outcome: Students can confidently choose the right sharing permission (view, comment, edit) for a given situation.

Instructor preparation: Prepare a short explanation of the difference between view, comment and edit access, with real examples of when to use each.

WEEK 3 Applying the Skills: Sheets, Slides and Forms

Class objective: Practise building a simple spreadsheet, a short presentation, and a data-collection form.

Topics covered

Basic spreadsheets • Basic presentations • Forms and data collection • Calendar organisation

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity

10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students build a basic budget or tracker in Sheets, a 3-slide presentation in Slides, and a short Form, then organise a sample week in Calendar.

Take-home exercise: Finish your spreadsheet and presentation, and send the Form link to one person to test it.

Expected outcome: Students have a working spreadsheet, presentation and form they built themselves.

Instructor preparation: Prepare a simple spreadsheet template (for example, a monthly budget) students can adapt rather than build from a blank page.

WEEK 4 Practical Activities and Final Project

Class objective: Bring all the tools together into one organised digital workspace.

Topics covered

Cloud file management • Digital workplace productivity

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Guided lab time: students organise their Drive into folders and connect their documents, sheets, forms and calendar into one working system.

Take-home exercise: Finish organising your digital workspace and share the top-level folder with someone who should have access.

Expected outcome: Students leave with an organised, working Google Workspace they set up and understand.

Instructor preparation: Prepare a final project checklist so students know exactly what a complete workspace should include.

Final project

Create a simple digital workspace for a personal project, workplace or small business.

Students should demonstrate:

- An organised Drive folder structure
- At least one formatted document
- A working spreadsheet
- A short presentation
- A form for collecting information
- An organised calendar

Skills students should have after completion

- Confident use of Gmail, Drive, Docs, Sheets, Slides, Forms and Calendar
- Formatting and sharing documents correctly
- Basic spreadsheets and formulas
- Building simple presentations
- Collecting information with Forms
- Organising a digital workspace

Recommended tools

- Gmail
- Google Drive
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Calendar

Student resources

- Google Drive Beginner Guide
- Digital Organisation Checklist
- Email Writing Guide

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly

practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

Suggested next course

AI for Work & Business

COURSE 6 OF 8 • BEGINNER

WhatsApp Business Essentials

Business Communication — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

A practical course for adults and small-business owners who want to use WhatsApp professionally for communication, customer service and daily business operations.

Who this course is for

Adults and small-business owners who want a professional, organised WhatsApp Business setup.

Recommended level	Beginner
Prerequisites	A smartphone with WhatsApp installed.
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Set up a complete, professional WhatsApp Business profile and catalogue.
- Use quick replies, greeting and away messages to save time.
- Organise customers and conversations using labels.
- Handle orders, enquiries and customer service professionally.

Learning outcomes

By the end of this course:

- Students will be able to set up a WhatsApp Business profile with a description and catalogue.

- Students will be able to create and use quick replies, greeting messages and away messages.
- Students will be able to organise customers using labels.
- Students will be able to manage a simple order or enquiry from first message to close.

WhatsApp Business Essentials: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Set up the foundation of a professional WhatsApp Business account.

Topics covered

WhatsApp Business introduction • Business profile • Business description • Catalogue • Products and services

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students set up or update their WhatsApp Business profile, write a clear business description, and add at least three items to a catalogue.

Take-home exercise: Finish adding your full product or service list to your catalogue with clear names, descriptions and prices.

Expected outcome: Students have a complete, professional-looking WhatsApp Business profile and catalogue.

Instructor preparation: Prepare 2–3 examples of strong business descriptions and catalogue listings to show as a benchmark.

WEEK 2 Core Tools and Techniques: Saving Time

Class objective: Set up the automation and organisation tools that save time every day.

Topics covered

Quick replies • Greeting messages • Away messages • Labels • Customer organisation

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students create at least three quick replies for common questions, set up a greeting and away message, and create a set of customer labels.

Take-home exercise: Test your greeting message and quick replies by messaging your own business number, and adjust the wording if needed.

Expected outcome: Students have working quick replies, greeting/away messages and a labelling system in place.

Instructor preparation: Prepare examples of common customer questions to help students draft realistic quick replies.

WEEK 3 Applying the Skills: Customer Communication

Class objective: Practise using WhatsApp to market, take orders, and handle real enquiries professionally.

Topics covered

Broadcasts • WhatsApp Status • Status marketing • Customer communication • Taking orders • Managing enquiries

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students create a broadcast list, post a sample Status update, and role-play a full customer enquiry from first message to confirmed order.

Take-home exercise: Post one real Status update for your business or project, and send one broadcast message to a small test group.

Expected outcome: Students can confidently manage a customer enquiry from greeting through to a clear next step.

Instructor preparation: Prepare a short role-play script (customer enquiry and business response) for the class to practise together.

WEEK 4 Practical Activities and Final Project

Class objective: Bring every element together into one working WhatsApp Business setup.

Topics covered

Professional messaging • Basic customer service • Organising conversations • Building a simple WhatsApp workflow

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Guided lab time: students finalise and test their complete WhatsApp Business setup.

Take-home exercise: Ask one real contact to message your business account and test the full experience from their side.

Expected outcome: Students leave with a fully working, professional WhatsApp Business setup ready to use.

Instructor preparation: Prepare a final setup checklist covering profile, catalogue, quick replies, labels and messages.

Final project

Create and configure a basic WhatsApp Business setup for a real or fictional business.

Students should demonstrate:

- Complete business profile and description
- Catalogue of products or services

- Greeting and away messages
- Quick replies
- Customer labels
- A demonstrated order or enquiry workflow

Skills students should have after completion

- Professional WhatsApp Business profile and catalogue setup
- Quick replies and automated messages
- Customer organisation using labels
- Status and broadcast marketing
- Handling orders and enquiries professionally

Recommended tools

- WhatsApp Business app

Student resources

- WhatsApp Business Setup Checklist

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

Suggested next course

Digital Business Essentials

COURSE 7 OF 8 • BEGINNER TO INTERMEDIATE

Digital Business Essentials

Small Business — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

A practical introduction to the digital tools and systems small businesses can use to operate more effectively, from a first online presence to daily digital workflows.

Who this course is for

Small-business owners and adults who want to set up or improve the digital side of a business.

Recommended level	Beginner to Intermediate
Prerequisites	Basic comfort with a smartphone or computer. Digital Essentials recommended.
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Build a simple, credible digital presence for a business.
- Set up the core tools a small business needs day to day.
- Learn simple digital marketing and customer communication.
- Organise business information and files properly.

Learning outcomes

By the end of this course:

- Students will be able to set up a Google Business Profile for a business.

- Students will be able to connect WhatsApp Business, social media and a basic website into one simple digital presence.
- Students will be able to set up a simple online payment or customer communication process.
- Students will be able to build an organised digital filing system for a business.

Digital Business Essentials: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Build the core pieces of a simple, professional digital presence.

Topics covered

Creating a digital presence • Google Business Profile • WhatsApp Business • Social media • Canva

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students set up or update a Google Business Profile, connect it to their WhatsApp Business and social profiles, and create one Canva graphic introducing the business.

Take-home exercise: Ask two people to search for your business online and tell you what they find and what is missing.

Expected outcome: Students have a connected, professional digital presence across at least three platforms.

Instructor preparation: Prepare a Google Business Profile setup walkthrough with a real or sample listing.

WEEK 2 Core Tools and Techniques: Operating Online

Class objective: Set up the practical tools needed to take payments and communicate professionally.

Topics covered

Basic websites • Online payments • Digital customer service • Business email

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students explore simple website-builder options, review basic online payment options relevant to their region, and set up or clean up a professional business email address.

Take-home exercise: Draft one customer service message template you can reuse (for example, a response to a common question).

Expected outcome: Students understand their basic online operating options and have a professional business email in place.

Instructor preparation: Research and prepare 2–3 simple, regionally relevant website and payment tool examples to discuss.

WEEK 3 Applying the Skills: Marketing and Organisation

Class objective: Organise business information properly and start using simple marketing and AI to support the business.

Topics covered

File organisation • Cloud storage • AI for business • Simple digital marketing • Content planning • Customer communication

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity

10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students build a cloud folder structure for the business, draft one week of simple marketing content, and use AI to draft one customer communication.

Take-home exercise: Finish organising your business files into folders, and schedule one piece of marketing content for the coming week.

Expected outcome: Students have an organised business filing system and one live piece of marketing content.

Instructor preparation: Prepare a sample business folder structure (for example: Finance, Marketing, Customers, Suppliers) as a starting template.

WEEK 4 Practical Activities and Final Project

Class objective: Bring every element together into one simple, working digital business system.

Topics covered

Basic digital workflows • Digital productivity • Organising business information

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Guided lab time: students finalise their complete digital business system, with instructor review.

Take-home exercise: Walk a friend, family member or colleague through your new digital business system and note any gaps.

Expected outcome: Students leave with a working digital system covering presence, communication, files and marketing.

Instructor preparation: Prepare a final project checklist covering digital presence, WhatsApp Business, social plan, files and communication workflow.

Final project

Create a simple, connected digital system for a small business.

Students should demonstrate:

- Digital presence (Google Business Profile, social, website option)
- WhatsApp Business structure
- Simple social media plan
- Basic marketing content
- Digital file organisation
- A simple customer communication workflow

Skills students should have after completion

- Setting up a Google Business Profile
- Connecting WhatsApp, social and website presence
- Basic online payments and business email
- Organising business files in the cloud
- Simple digital marketing and content planning
- Using AI to support daily business tasks

Recommended tools

- Google Business Profile
- WhatsApp Business
- Canva
- Google Drive
- A basic website builder (as relevant)
- ChatGPT or Claude

Student resources

- WhatsApp Business Setup Checklist
- Digital Organisation Checklist
- Social Media Content Calendar
- AI for Everyday Life Guide

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

Suggested next course

AI for Work & Business

COURSE 8 OF 8 · INTERMEDIATE

AI for Work & Business

Artificial Intelligence — 4 weeks • 1 live class per week • 60–90 minutes per class

Course description

An intermediate practical course showing professionals and business owners how to use AI to improve productivity, communication, research and business workflows.

Who this course is for

Professionals and business owners who want to use AI to work more effectively.

Recommended level	Intermediate
Prerequisites	Basic familiarity with ChatGPT or another AI assistant is recommended (AI & ChatGPT Essentials).
Duration	4 weeks
Class frequency	1 live class per week
Class duration	60–90 minutes
Available formats	Group classes, 1-on-1, WhatsApp learning, Accelerated / custom

Learning objectives

- Use advanced prompting techniques to get consistently useful AI output.
- Apply AI to research, marketing, customer service and reporting.
- Build reusable prompts and workflows for recurring business tasks.
- Understand the limitations, privacy considerations and responsible use of AI at work.

Learning outcomes

By the end of this course:

- Students will be able to write advanced, multi-step prompts for business tasks.
- Students will be able to use AI to draft a proposal, report or marketing plan.

- Students will be able to build at least three reusable prompts or workflows for their own work.
- Students will be able to explain the privacy and accuracy limitations of using AI at work.

AI for Work & Business: Full Four-Week Syllabus

Each week builds on the last, moving from understanding, to guided practice, to independent, real-world use.

WEEK 1 Understanding the Foundations

Class objective: Move beyond basic prompting into structured, multi-step prompts for real business tasks.

Topics covered

AI for productivity • Advanced prompting • AI for research • AI for marketing

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students take a real work task (a report outline, a research summary, or a marketing idea) and build a multi-step prompt to complete it with AI.

Take-home exercise: Write one advanced prompt for a recurring task in your own work, testing and refining it until the output is genuinely usable.

Expected outcome: Students can write a structured, multi-step prompt that produces business-ready output.

Instructor preparation: Prepare a before/after example of a basic prompt vs. an advanced, structured prompt for a business task.

WEEK 2 Core Tools and Techniques: Communication and Reporting

Class objective: Apply AI to the everyday writing tasks of running a business: emails, proposals and reports.

Topics covered

AI for customer service • Email workflows • Proposal writing • Report creation • Content creation

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students draft a customer service response, a short proposal outline, and a simple report section using AI, then refine the tone and accuracy together as a class.

Take-home exercise: Use AI to draft one real proposal, report or customer email you need this week, and edit it into your own voice.

Expected outcome: Students can produce a polished business document with AI assistance and edit it appropriately.

Instructor preparation: Prepare a real (or realistic) proposal and report template students can adapt.

WEEK 3 Applying AI to the Business

Class objective: Use AI to support wider business functions: brainstorming, research, data and documents.

Topics covered

Social media support • Business brainstorming • Business research • Data organisation • Document analysis

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Students use AI to brainstorm a business idea, research a competitor or market question, and summarise a longer document.

Take-home exercise: Use AI to analyse or summarise one real document from your work, and check the summary for accuracy.

Expected outcome: Students can use AI to speed up research, brainstorming and document review without losing accuracy.

Instructor preparation: Prepare one sample longer document (report, policy, or article) for the class to practise summarising.

WEEK 4 Responsible Use and Final Project

Class objective: Build lasting, reusable workflows while understanding the limits and responsibilities of using AI at work.

Topics covered

Reusable prompts • AI workflows • AI-assisted decision support • AI limitations • Privacy • Responsible AI use

Recommended class timing

10–15 min	Introduction / recap
20–25 min	Concept explanation and live demonstration
30–40 min	Guided practical activity
10 min	Questions and troubleshooting
5 min	Assignment and recap

Practical activity: Guided lab time: students build an AI-assisted workflow for a real or fictional business, with a clear discussion of privacy and limitations built in.

Take-home exercise: Finish your AI-assisted business workflow and test it on a real task before the final session.

Expected outcome: Students leave with a working AI workflow they can use immediately in their job or business.

Instructor preparation: Prepare clear talking points on data privacy at work and on where AI-assisted decisions still need human judgement and, where relevant, a qualified professional.

Final project

Build an AI-assisted workflow for a real or fictional business.

Students should demonstrate:

- A defined business task or process
- A set of reusable prompts
- A step-by-step AI-assisted workflow
- Notes on accuracy checking
- Notes on privacy and responsible use

Skills students should have after completion

- Advanced, structured prompting
- Using AI for proposals, reports and business writing
- Using AI for research, brainstorming and document analysis
- Building reusable AI workflows
- Understanding AI limitations and data privacy at work

Recommended tools

- ChatGPT
- Claude
- Google Workspace or Microsoft Office (for document work)

Student resources

- AI Prompt Cheat Sheet
- AI Fact-Checking Guide
- AI for Everyday Life Guide

Full descriptions of each resource are listed in the Academy-Wide Student Resources section of this catalogue.

Assessment approach

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

Completion requirements

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university

or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

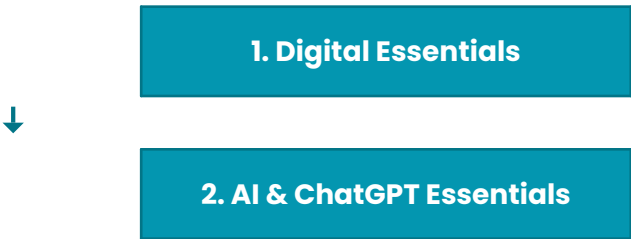
Suggested next course

This is currently the most advanced course in the AI pathway.

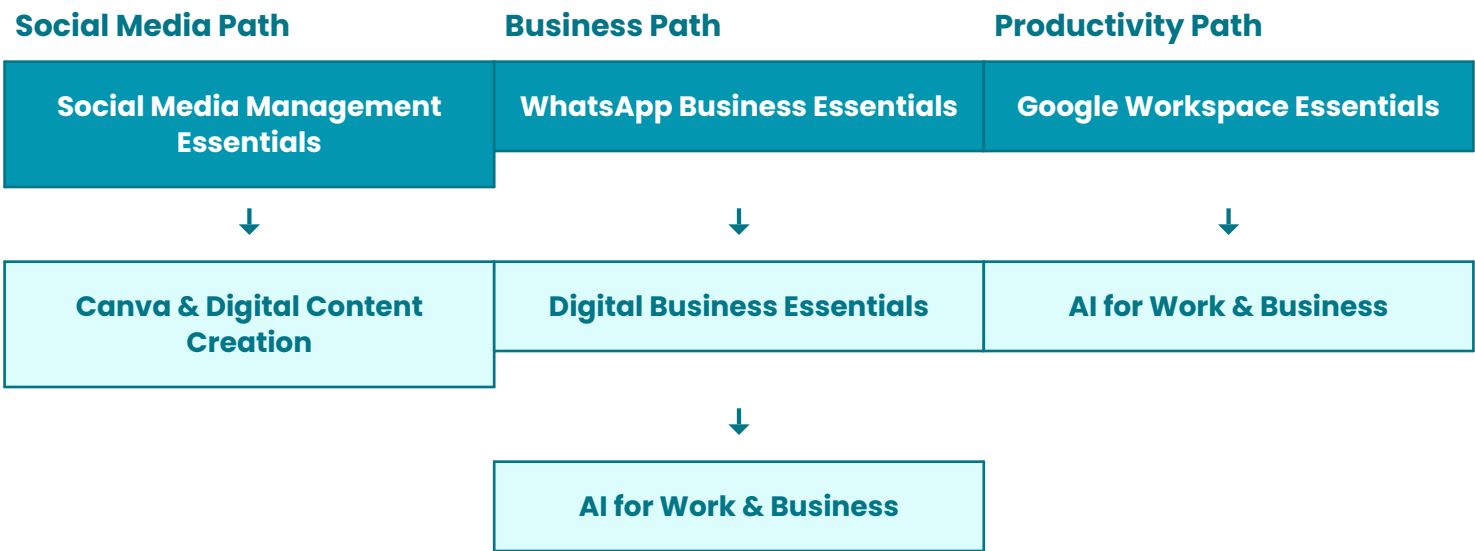
Your Learning Pathway

You do not have to complete every course. AdultTech Academy is built so you can start with the foundations and then choose the path that matches what you actually want to do next.

Start here



Then, specialise in the path that fits your goals:



Every course stands on its own. Choose one path, mix courses across paths, or simply take the courses that solve a problem you have right now.

Pricing

Simple, transparent pricing across every learning format. Prices below are initial prices and may change.

Group — Adult Digital Essentials

From \$20 / month

Includes:

- 4 live classes
- 60–90 minutes per class
- Practical exercises
- Full course syllabus
- Learning resources
- Final practical activity

Private 1-on-1

From \$50 / month

Includes:

- 4 private live sessions
- Up to 90 minutes per session
- Personalised instruction
- Practical exercises
- Learning materials
- Personal questions & support

Accelerated 1-on-1**From \$60–\$80 /
month****Includes:**

- 6–8 sessions
- Intensive learning
- Personalised pace
- Practical projects
- Learning materials

AI-Focused 1-on-1**From \$40–\$50 /
month****Includes:**

- Focused on AI & ChatGPT skills
- Personalised instruction
- Practical exercises
- Learning materials

Prices are initial prices and may change. Pricing does not represent accreditation, and does not guarantee specific outcomes.

Academy-Wide Student Resources

Every course is supported by short, practical resources students can keep and reuse after class ends.

Resource	Purpose	Supports	Access
AI Prompt Cheat Sheet	A quick-reference sheet of ready-to-use prompts for everyday, work and learning situations.	AI & ChatGPT Essentials, AI for Work & Business	Student-only
Digital Safety Checklist	A simple checklist for spotting scams, securing accounts and browsing safely.	Digital Essentials	Public
Google Drive Beginner Guide	Step-by-step guidance on folders, uploading, downloading and sharing in Google Drive.	Digital Essentials, Google Workspace Essentials	Public
Email Writing Guide	A short guide to writing clear, professional emails.	Digital Essentials, Google Workspace Essentials	Public
ChatGPT Beginner Guide	A first-steps guide to using ChatGPT confidently and safely.	AI & ChatGPT Essentials	Public
Social Media Content Calendar	A reusable calendar template for planning a month of content.	Social Media Management Essentials, Digital Business Essentials	Student-only
Social Media Caption Guide	Guidance and examples for writing captions with clear calls to action.	Social Media Management Essentials, Canva & Digital Content Creation	Student-only
Canva Design Checklist	A checklist for consistent, professional-looking designs in Canva.	Canva & Digital Content Creation, Social Media Management Essentials	Public
WhatsApp Business Setup Checklist	A step-by-step checklist for setting up a complete WhatsApp Business profile.	WhatsApp Business Essentials, Digital Business Essentials	Public

Resource	Purpose	Supports	Access
AI for Everyday Life Guide	Practical examples of using AI at home, with money, at work and for learning.	AI & ChatGPT Essentials, Digital Business Essentials	Public
AI Fact-Checking Guide	A short guide to checking AI-generated information before relying on it.	AI & ChatGPT Essentials, AI for Work & Business	Public
Digital Organisation Checklist	A checklist for keeping files, folders and accounts organised.	Digital Essentials, Google Workspace Essentials	Public

Assessment & Completion, Academy-Wide

How we assess progress

AdultTech Academy is practical, not exam-heavy. Progress is shown through what students can actually do, not through tests. Each course is assessed using weekly practical activities, take-home exercises, participation in guided practice, and a final practical project that brings the skills together.

How a course is completed

A student completes this course when they attend the required live classes, take part in the weekly practical activities, complete the final project, and can demonstrate the core skills covered in the syllabus. AdultTech Academy does not claim government, university or professional accreditation. Students who complete the course may receive a simple Certificate of Completion from AdultTech Academy.

What this means for you

You will never be marked down for what you don't yet know. Instead, every course is built so that by the final class, you can point to something real you built, wrote, planned or set up yourself — and know you can do it again.

Get Started

Ready to begin, or still deciding which course is right for you? Reach out — we're happy to help you choose.

Chat with us on WhatsApp

Mike Chari

Founder & Technology Instructor

WhatsApp: +91 97792 92603

Email: charimike97@gmail.com

Direct call: +263 7 896 13903

**Technology should be understandable to everyone.
We look forward to learning with you.**