



STUDENT HANDBOOK

Student Handbook

Practical technology & AI skills for adults.



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CHAPTER 1

Welcome to AdultTech Academy

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.

This handbook is yours to keep for the length of your course. It explains how classes work, what to expect, and how to get the most out of your time with us.

**PHOTO PLACEHOLDER**

An adult learner joining
a live class from a
laptop at home

Who this is for

Our students are adults of every age and background — people returning to work, small-business owners, parents, retirees, and anyone whose daily life now involves more technology than before. Many of our students start as complete beginners.

What you can expect

- Small, practical, live classes with real demonstrations.
- A pace that respects your time and your experience.
- Encouragement, not judgement, whatever your starting point.
- Skills you can use immediately, not just theory.

CHAPTER 2

Our Learning Philosophy

Learn it. Practice it. Use it.

AdultTech Academy does not teach technology simply for the sake of learning technology. Every class is built around one idea: you should leave each session able to actually do the thing you came to learn.

1**Learn it**

Your instructor explains the idea clearly and demonstrates it live, so you can see exactly how it works before trying it yourself.

2**Practice it**

You try it yourself during class, with guidance close at hand if you get stuck. Mistakes are a normal, expected part of this step.

3**Use it**

You apply the skill to something real — your own files, your own business, your own everyday life — so it sticks.

Why this matters

Adults learn technology differently to how they learned in school. You don't need more theory — you need real, hands-on practice with the tools you will actually use again.

CHAPTER 3

How Classes Work

Every AdultTech Academy class follows a simple, predictable rhythm, so you always know what to expect.

Live classes

Real-time sessions with your instructor, not pre-recorded videos. You can ask questions as they come up.

Demonstrations

Your instructor shows each skill on screen, step by step, before asking you to try it.

Practical exercises

You practise the skill yourself during class time, with support available if you need it.

Questions

Time is built into every class for questions — there is no such thing as a silly question here.

Assignments

A short, clear task connects what you learned in class to your own life or work.

Take-home practice

A small exercise to complete before the next class, so the skill has time to settle in.

CHAPTER 4

Learning Formats

You can take your course in whichever format 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 goals. Ideal if you want focused attention.

WhatsApp Learning

Lessons, resources, exercises and support delivered through WhatsApp — flexible for a busy schedule.

Accelerated / Custom

A personalised schedule for learners who want to move faster, or focus in on specific skills.

CHAPTER 5

Before Your First Class

A little preparation goes a long way. Here is everything worth checking before your first session.

- A stable internet connection — even a modest one is usually enough.
- A laptop, computer or smartphone, depending on your course.
- A notebook and pen, if you like taking notes by hand.
- Any accounts your course requires (for example, an email address, or accounts for the specific tools you'll be learning) — your instructor will confirm exactly what's needed.
- A willingness to practise during class, not just watch.
- Any questions you already have — write them down so you don't forget them.

A note for complete beginners

If you're not sure you have everything ready, that's completely fine. Message us on WhatsApp before your first class and we'll help you get set up.

CHAPTER 6

During Class

Classes work best when you take an active part in them. Here's what to expect of yourself, and of us.

Participate

Turn on your camera if you're comfortable, and join in when your instructor asks a question.

Practise

Follow along on your own device during guided practice, rather than only watching.

Ask questions

Ask as soon as something is unclear. It's far easier to fix in the moment than to catch up later.

Follow demonstrations

Watch each step before trying it yourself, especially for a new tool.

Take notes

A few words per step is enough — just something to jog your memory later.

CHAPTER 7

After Class

Learning continues after the call ends. A little follow-up between classes makes the next one much easier.

1**Practise**

Spend a little time using what you learned, even just 15–20 minutes, while it's still fresh.

2**Complete your exercises**

Finish the take-home exercise before your next class — it's designed to be short and doable.

3**Review your resources**

Look back over any guide or cheat sheet from class if you get stuck.

4**Prepare questions**

Write down anything that didn't quite click, so you can ask at the start of the next class.

CHAPTER 8

Technology Confidence



PHOTO PLACEHOLDER

An adult student smiling while practising a new skill on their own laptop

You do not need to know everything before you start. Most of our students begin with real gaps in their knowledge, and that is exactly why they're here.

Confidence with technology isn't something you either have or don't — it's built, one small success at a time. It's normal to feel unsure at first, to need to repeat a step a few times, or to forget something between classes. None of that means you're behind.

What actually builds confidence is practice: trying something yourself, getting it a little wrong, and trying again with help nearby. That's what every class is built for.

You can learn this. Learn at your own pace — there is no such thing as starting too late.

CHAPTER 9

Using AI Responsibly

AI tools like ChatGPT and Claude are genuinely useful — but they work best when you understand their limits. A few simple habits go a long way.

Verify important information

Treat AI output as a helpful first draft, not a final answer — especially for anything important.

Don't blindly trust AI

AI sounds confident even when it's wrong. If something seems off, or matters a lot, double-check it.

Be thoughtful about sensitive information

Only share what a task genuinely needs, and avoid pasting in anything private unless necessary.

Remember AI can make mistakes

It can misunderstand context, get facts wrong, or produce something that sounds right but isn't.

Protect your privacy

Think about who might see what you type, and what happens to it, before you share it.

Use professional advice when it matters

For legal, medical, financial or other important decisions, AI can help you prepare — it does not replace a qualified professional.

CHAPTER 10

AI and Personal Information

Some information deserves extra caution, whether you're using AI, a website, or any other online tool. As a general rule of thumb:

Information	Good practice
Passwords	Never type a real password into an AI chat or any tool that doesn't specifically need it.
Banking information	Keep account numbers, card details and banking logins out of AI conversations entirely.
Private documents	Remove or blank out personal details before pasting a document into an AI tool, where possible.
Identity information	Avoid sharing ID numbers, full addresses or other identifying details unless truly necessary.
Confidential business information	Check with your employer or business partners before entering confidential material into any AI tool.

This same caution applies well beyond AI — it's good practice for any app, website or service you use.

CHAPTER 11

Online Safety Basics

A handful of simple habits protect you from the vast majority of everyday online risks.

Strong passwords

Use a long, unique password for each important account — not a word, and not reused elsewhere.

Password managers

A password manager remembers strong passwords for you, so you don't have to.

Two-factor authentication

Turn this on wherever it's offered — it adds a second check beyond just your password.

Phishing

Be wary of messages that create urgency or ask you to click a link and log in.

Scams

If an offer or message seems too good to be true, it probably is — pause before acting.

Suspicious links

When in doubt, don't click. Go to the website directly instead.

Software updates

Keep your devices and apps updated. Updates often fix real security problems, not just add new features.

CHAPTER 12

Communication

We want it to be easy to reach us. Here's how to get in touch with AdultTech Academy at any point during your course.

Primary channel: WhatsApp**WhatsApp: +91 97792 92603**

WhatsApp is the fastest way to reach us — for scheduling, quick questions, or support between classes.

Email: charimike97@gmail.com

Email works well for anything more detailed, or for sending files.

CHAPTER 13

Questions & Support

Ask questions. Ask often. There is no such thing as a question that's too basic — every skill you now take for granted was once new to you too.

If something in class doesn't make sense the first time, say so. Instructors would far rather slow down and explain again than have you leave a class confused.

The same goes for support outside of class — if you're stuck on a take-home exercise, or something isn't working the way you expected, reach out on WhatsApp. That's exactly what it's there for.

There's no such thing as a silly question here.

CHAPTER 14

Learning Progress

Progress in this course isn't measured by how many lessons you've sat through — it's measured by what you can actually do.

Two students can attend the exact same class and come away with very different results. The difference is almost always practice: the student who tries the skill themselves, makes a few mistakes, and tries again, is the one who remembers it.

That's why every course is built around real activities and a final project, rather than tests. Understanding something and being able to explain it back is a good sign — but being able to use it, unprompted, a week later, is the real goal.

A simple way to check your own progress:

- Could you repeat this week's practical activity without help?
- Could you explain what you learned to someone else, in your own words?
- Have you actually used the skill outside of class this week?

CHAPTER 15

Final Student Checklist

A practical checklist to come back to throughout your course — before your first class, during each session, and between classes.

Before class

- ☐ I have a stable internet connection and a charged device.
- ☐ I have the accounts my course needs.
- ☐ I have a notebook ready, if I take notes by hand.
- ☐ I've written down any questions from last time.

During class

- ☐ I'm following along on my own device during practical activities.
- ☐ I'm asking questions as soon as something is unclear.
- ☐ I'm taking a few notes on anything I might forget.

After class

- ☐ I've practised the skill at least once before the next class.
- ☐ I've completed my take-home exercise.
- ☐ I've reviewed any guide or resource from class.
- ☐ I've prepared any questions for next time.

Staying safe online

- ☐ I'm using strong, unique passwords and two-factor authentication where I can.
- ☐ I'm double-checking anything important that AI gives me.
- ☐ I'm keeping passwords, banking details and private documents out of AI tools.

CHAPTER 16

Contact & Next Steps

AdultTech Academy

Practical technology & AI skills for adults.

Chat with us on WhatsApp

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Keep this handbook handy throughout your course — and welcome to AdultTech Academy. We're glad you're here.