

AI4EVERYONE ACADEMY

ChatGPT Masterclass | Course A-01

FREE COURSE PREVIEW — For Adults (18–54) • No experience needed

What You'll Learn

- How ChatGPT actually works, in plain English — no tech jargon
- How to write prompts that get you useful, accurate answers every time
- How to use ChatGPT for work, writing, research, and everyday tasks
- Common mistakes beginners make (and how to avoid them)
- How to use ChatGPT safely and responsibly

Full Lesson List

#	Lesson Title	What's Inside
1	Welcome to ChatGPT	What it is, what it can do, setting up your free account
2	Your First Conversation	How to ask questions the right way
3	Prompt Writing Basics	The simple formula for great prompts
4	ChatGPT for Everyday Life	Emails, planning, learning, and more
5	ChatGPT for Work	Boosting productivity at your job
6	Using AI Safely	Privacy, accuracy, and good habits

Sample Lesson Preview — Lesson 1: Welcome to ChatGPT

INSTRUCTOR SCRIPT (excerpt)

"Hey there, welcome! If you've ever felt like AI is something only tech people understand — today that changes. By the end of this lesson, you'll have your own ChatGPT account, and you'll know exactly how to start a conversation with it..."

This is just a short preview clip. The full lesson includes a complete step-by-step walkthrough, on-screen demonstrations, and practice exercises.

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