

COURSE HANDBOOK

Ubuntu AI Foundations

A 4-week foundation short course in Artificial Intelligence · AUTA AI Academy

1. PURPOSE

Ubuntu AI Foundations takes a complete beginner to a confident, practical and responsible user of artificial intelligence in four weeks. It is practical-first: every lesson pairs a short video with a hands-on task, and every module ends with an assessment. The course closes with a Portfolio of Evidence (PoE) - one real, documented AI solution that students keep for life.

2. STRUCTURE & MARKING (100%)

Component	Weight	Format
Module 1 Assessment (10 MCQ)	20%	10-12 multiple-choice questions, online, 2 attempts
Module 2 Assessment (10 MCQ)	20%	10-12 multiple-choice questions, online, 2 attempts
Module 3 Assessment (11-question set, best 10 counted)	20%	10-12 multiple-choice questions, online, 2 attempts
Week 4 Portfolio of Evidence	40%	Individual project, marked with published rubric

Pass mark: 70%. Students scoring 70% and above qualify for the **Foundation Certificate in Artificial Intelligence** and receive their certified Portfolio of Evidence after payment of the course fee (R300 AUTA students · R500 other learners), payable only after completion.

3. MODULES & LESSONS

Week 1 - Module 1: AI Foundations: How Machines Think (9 lessons)

- M1.01 Welcome to the AI Era: What AI Really Is (and Isn't) - *Separate the science from the hype*
- M1.02 From Turing to Transformers: A 75-Year Story in 7 Minutes - *Why AI exploded now, not in 1990*
- M1.03 How Machines Learn: Data, Patterns, Training - *The actual mechanics, minus the maths fear*
- M1.04 The AI Family Tree: ML, Deep Learning, GenAI, LLMs - *Know which tool you are holding*
- M1.05 Inside an LLM: Tokens, Context and Next-Word Prediction - *Demystify the chatbot in 8 minutes*
- M1.06 Hallucinations, Bias and Garbage In: Why AI Gets It Wrong - *The failure modes every user must know*
- M1.07 AI Around You: African Use-Cases in Health, Farming, Finance and Gov - *Ground the theory in your own context*
- M1.08 Your Free AI Toolkit: Set Up Like a Pro in One Sitting - *Accounts, settings and safety defaults*
- M1.09 Module 1 Lab: Build Your 'AI in My Life' One-Pager - *Consolidate, create, and prep for the assessment*

Week 2 - Module 2: Practical AI Skills: Prompt, Create, Automate (10 lessons)

- M2.01 Prompting 101: The Anatomy of a Prompt That Works - *Role, Task, Context, Format, Constraints*
- M2.02 Advanced Prompting: Examples, Iteration and Repair - *Few-shot, critique loops and rescue moves*
- M2.03 AI for Study & Research: Learn Twice as Fast - *Summarise, explain, quiz yourself - ethically*

- M2.04 Writing with AI: Emails, Reports and CVs that Sound Like You - *Voice-matching and the 70/30 rule*
- M2.05 AI Images: From Words to Visuals with Free Tools - *Image prompting, styles, and ethics of faces*
- M2.06 AI Audio & Video: Voice, Music and Presentations on Zero Budget - *Narration, slides and edits with free tiers*
- M2.07 AI for Data: Spreadsheets, Charts and Insights without Code - *From messy rows to decisions in plain language*
- M2.08 Your First AI Workflow: Chain Tools End-to-End - *Research to draft to visual to publish*
- M2.09 The Free AI Stack: Choosing Tools without Drowning - *A decision frame for 100+ tools*
- M2.10 Module 2 Lab: Produce a 60-Second AI Explainer - *Full pipeline: script, voice, visuals, captions, publish*

Week 3 - Module 3: AI for Work, Ethics & Impact (11 lessons)

- M3.01 AI in the African Workplace: Opportunities and Honest Realities - *Where the leverage actually is*
- M3.02 Automate Your Workday: 10 Tasks to Hand to AI This Week - *A ready menu with prompts included*
- M3.03 AI Micro-Entrepreneurship: Build Something Small that Earns - *Service ideas you can start with a phone*
- M3.04 Responsible AI: Bias, Fairness and Inclusion in Practice - *From principles to checklists*
- M3.05 Privacy & Data Protection: POPIA, Eswatini DPA and Everyday Hygiene - *What you may never paste into a chatbot*
- M3.06 Misinformation & Deepfakes: A Verification Protocol - *Reverse search, provenance, and the pause habit*
- M3.07 AI Safety Habits: Accounts, Devices and the Human Backup - *Operational security for everyday AI users*
- M3.08 Human + AI: Critical Thinking in the Age of Instant Answers - *Judgement as your durable advantage*
- M3.09 AI Careers & Skills that Pay: Mapping Your Path - *Roles, adjacency, and the 90-day plan*
- M3.10 Your AI Personal Brand: Portfolio, Profile and Proof of Work - *Be findable, be believable, be chosen*
- M3.11 Module 3 Lab: Pitch an AI Solution to a Real Community Problem - *Synthesis lab + assessment and PoE preparation*

Week 4 - Portfolio of Evidence

- Option A: The Community Solver - Design and run an AI-assisted solution to a real community problem (water queue info, study group packs, clinic appointment reminders, local event promotion). Deliver: problem statement, workflow SOP, 3 produced artifacts, impact estimate, ethics checklist.
- Option B: The Micro-Business Launch - Launch one of the six AI micro-business models with a real first client or a realistic simulated client. Deliver: one-page offer, 3 client artifacts, pricing note, testimonial or feedback, disclosure statement.
- Option C: The Study Intelligence Pack - Build an AI-powered study system for one of your real subjects/modules. Deliver: grounded note-AI workspace, 20-question self-test bank with explanations, 3 explainer videos or visual summaries, reflection on what improved your marks.
- Option D: The Workplace Automation - Automate one recurring task in your job or volunteer role end-to-end. Deliver: repetition map, 4-step workflow SOP, before/after time log over 2 weeks, training note so a colleague could repeat it.

4. FEES & CERTIFICATION

The course is free to start and free to study. The fee is payable only after you complete the course and qualify, to release your certificate and certified PoE: R300 for AUTA students, R500 for all other learners. Certificates carry a public verification code.

5. ACADEMIC INTEGRITY & AI USE

AI tools are encouraged as tutor, quizzier and editor. Submitting AI-authored work as your own assessed work is misconduct. Declare tool use where required; keep authorship human.