

Tech & AI Practice Workbook

LEARN • PRACTICE • PROVE • PROGRESS

This workbook helps you build digital confidence and produce working technical outputs. Use it beside your Skillser course. The goal is evidence of practice, not perfect handwriting.

How to use it

- Choose one concrete result for the course.
- Complete the practical task before moving on when possible.
- Keep screenshots, calculations, photos, drafts or recordings as evidence.
- Use the reflection prompts to identify what needs another attempt.
- Do not treat a completion certificate as professional or government accreditation.

1. Your outcome and baseline

Write one observable result you want by the end of the course. Avoid vague goals like “understand more.” Use a result another person could inspect.

My target result

What I can already do

Constraints I must design around

- ☐ Time available each week
- ☐ Phone-only or limited device access
- ☐ Data/internet cost
- ☐ Budget for tools/materials
- ☐ Confidence or previous experience
- ☐ Other: _____

2. Core practice map

Use these as anchors while you work through your lessons.

Problem Decomposition

Define problem decomposition in your own words. Then write one example from your work, business, study or daily life where it matters.

Tool Selection

Define tool selection in your own words. Then write one example from your work, business, study or daily life where it matters.

Testing And Debugging

Define testing and debugging in your own words. Then write one example from your work, business, study or daily life where it matters.

Data Hygiene

Define data hygiene in your own words. Then write one example from your work, business, study or daily life where it matters.

Security And Privacy

Define security and privacy in your own words. Then write one example from your work, business, study or daily life where it matters.

Documentation

Define documentation in your own words. Then write one example from your work, business, study or daily life where it matters.

3. Three practical challenges

Complete these outside the lesson player. Real practice produces something you can inspect.

Challenge 1

Create a tiny working prototype that solves one real problem.

Evidence I created / what happened

Challenge 2

Document your process with screenshots and a one-page README.

Evidence I created / what happened

Challenge 3

Test the output with another person and record three improvements.

Evidence I created / what happened

4. Weekly practice log

Track short focused sessions. A 25-minute session with a clear output beats two hours of passive browsing.

Date	What I practised	Evidence/output	What to improve

5. Capstone project

Build or configure a small digital solution, test it against a checklist, and present what you built, why it matters, and what you would improve next.

Project plan

Problem/result:

Inputs/tools/materials:

Steps and timeline:

Evidence to submit:

6. Self-assessment rubric

Score the finished work honestly. A low score is useful because it tells you what to practise next.

Criterion	1 - Needs work	2 - Developing	3 - Solid	4 - Strong
Clarity	Outcome is unclear	Partly clear	Clear and usable	Exceptionally clear
Accuracy / quality	Frequent errors	Some errors	Meets the standard	Consistent and polished
Process	Cannot explain steps	Steps are incomplete	Can repeat the process	Can teach/adapt the process
Evidence	Little evidence	Some evidence	Clear proof of work	Strong portfolio-ready proof
Reflection	No review	General review	Specific improvements	Tests improvements and learns

My next 30-day practice plan

Content note

For topics that change with laws, tax rules, platform interfaces, exam policies, financial products or software versions, verify the current rule/interface before acting. Skillser learning materials are educational and should not replace qualified legal, financial, medical or regulated professional advice.