OMEBLY.

OMEBLY ACADEMY · COURSE PACK

AI for Admin

For admin, office and operations staff: use AI for email, documents, scheduling, meetings, spreadsheets and repeat tasks, safely and professionally.

USD 280 · full course

8 weeks · 16 live sessions

One-on-one with a mentor

Certificate within 3 days

Course module · Enrolment and payment · Student portal · Certificate

Omebly Academy, Kolkata, India · omebly.com

2026 edition

ABOUT THIS COURSE

What you will learn

Admin and office work keeps every organisation running: emails, letters, reports, schedules, meeting notes, spreadsheets, forms and endless small tasks. AI assistants built into Microsoft 365 and Google Workspace, plus tools like ChatGPT, can now do much of this in seconds.

PRICE	LENGTH	SESSIONS
USD 280	**8 weeks**	**16 × 90 minutes**

FORMAT	LEVEL	YOU FINISH WITH
Live, one-on-one	**Beginner, no tech skills needed**	**3 projects + certificate**

Who it is for

- ✓ Office administrators, executive assistants and secretaries
- ✓ HR, accounts and operations support staff
- ✓ Front-office and customer-facing teams
- ✓ Job seekers who want an in-demand office skill

By the end you will be able to

- ✓ Write, reply to and organise email faster with AI
- ✓ Draft letters, reports, notices and procedures professionally
- ✓ Record meetings, get automatic notes and track action items
- ✓ Plan calendars, travel and events with AI help
- ✓ Tidy and analyse spreadsheets using AI formulas
- ✓ Build forms, trackers and simple automations without coding
- ✓ Handle confidential information safely when using AI

This course shows you exactly how, task by task. You will write and sort emails, draft documents and letters, take meeting notes automatically, manage calendars, tidy spreadsheets, build forms and trackers, and automate repeat jobs, all while protecting confidential information. You finish with a personal AI workflow that saves you hours every week and makes you more valuable to any employer.

COURSE MODULE

8 weeks, step by step

One module a week, two live one-on-one sessions each, and a hands-on task your mentor reviews.

WEEK 1

AI at the office: getting started

Set up AI tools and learn the basics of giving clear instructions.

- What AI assistants can do for office work
- Copilot in Microsoft 365 and Gemini in Google Workspace
- Prompting basics for office tasks
- What never to paste into AI: confidential data

HANDS-ON Time five of your usual tasks, then do them with AI and compare.

WEEK 2

Email and communication

Clear your inbox faster and write with confidence.

- Drafting replies in the right tone
- Summarising long email threads
- Templates for common messages
- Translating and polishing messages

HANDS-ON Build a set of 10 AI-ready email templates for your role.

WEEK 3

Documents, letters and reports

Create professional documents in minutes.

- Letters, notices and memos
- Reports and summaries from rough notes
- Standard operating procedures and checklists
- Proofreading and formatting with AI

HANDS-ON Turn rough notes into a formatted report and a step-by-step procedure.

WEEK 4

Meetings, calendars and travel

Let AI handle the organising.

- Automatic meeting notes and action items
- Scheduling and calendar planning
- Agendas and minutes
- Travel and event planning with AI

HANDS-ON Produce an agenda, minutes and an action tracker from a recorded meeting.

COURSE MODULE · CONTINUED

Weeks 5 to 8: train, sound and direct

From your own trained model to a full AI pipeline and your final film.

WEEK 5

Spreadsheets made easy

Use AI to handle formulas, cleaning and simple analysis.

- AI-written formulas in Excel and Google Sheets
- Cleaning lists and records
- Simple summaries and charts
- Checking AI's spreadsheet work

HANDS-ON Clean an employee or customer list and build a summary sheet.

WEEK 6

Forms, trackers and records

Organise information so nothing gets lost.

- Building forms with Microsoft Forms or Google Forms
- Trackers for leave, stock, requests or tasks
- Searching and summarising files with AI
- Keeping records tidy and easy to find

HANDS-ON Build a request form connected to a tracker sheet.

WEEK 7

Automating repeat tasks

Let simple automations do the routine work.

- Power Automate and Zapier basics
- Automatic reminders, approvals and notifications
- Saving email attachments and updating sheets automatically
- Choosing tasks that are safe to automate

HANDS-ON Automate one real repeat task from your work.

WEEK 8

Your AI workflow and final project

Put it all together into a personal system you'll keep using.

- Building your personal AI toolkit
- Professional and ethical use of AI at work
- Measuring time saved
- Final project presentations and mentor feedback

HANDS-ON Present your AI office workflow and the hours it saves each week.

TOOLS, PROJECTS AND REQUIREMENTS

What you will use and build

Real tools, real projects, and a short list of what you need to start.

Tools you will use

- ✓ Microsoft Copilot
- ✓ Google Gemini
- ✓ ChatGPT
- ✓ Outlook and Gmail
- ✓ Word and Google Docs
- ✓ Excel and Google Sheets
- ✓ Microsoft or Google Forms
- ✓ Power Automate or Zapier

AI tool subscriptions are not included in the course fee. You use your own accounts on each tool's free plan, which is enough for the whole course. Any paid plan is your own choice and cost.

Projects for your portfolio

- ✓ A personal library of email and document templates
- ✓ A request form, tracker and one working automation
- ✓ Your AI office workflow with measured time saved

What you need

- ✓ A laptop or desktop computer with internet
- ✓ Your own Microsoft or Google account (free accounts work)
- ✓ No technical skills needed

What the course fee includes

- ✓ 16 live one-on-one sessions with your mentor (2 a week, 90 minutes each)
- ✓ Recordings of every class to revise at your own pace
- ✓ A hands-on task every week, reviewed by your mentor
- ✓ A final project you can show at work or in your portfolio
- ✓ Ready-to-use prompt library and templates to keep
- ✓ Omebly certificate of completion
- ✓ Your own login to the Omebly student portal with study materials and theory books
- ✓ Support with your LinkedIn profile and job search

HOW ENROLMENT WORKS

From first look to certificate

A simple, clear process, so you always know what happens next.

01
Review the course module
Read this course pack: what you will learn, week by week, and what you need.

02
Agree to the module
Tell us you are happy with the course plan, so we both know exactly what is covered.

03
Fix your class timings
We discuss and agree a class schedule that suits you and your mentor.

04
Pay the full course fee
The full fee of USD 280 is paid before the course starts, as per the agreed schedule.

05
Get your student portal login
You receive your own login ID and password for the Omebly student portal.

06
Learn one-on-one with your mentor
Your live one-on-one sessions run on the agreed timings, with study materials and theory books in the portal.

07
Receive your certificate
After you complete the course, your certificate is issued within 3 days and can be checked on the verification portal.

PAYMENT DETAILS

One price, paid in full

Clear and simple: no instalments and no hidden fees.

COURSE FEE

USD 280

- ✓ Full payment before the course starts
- ✓ Paid as per your agreed class schedule
- ✓ Covers all 16 live one-on-one sessions
- ✓ Student portal, study materials and theory books
- ✓ Certificate and career support

How payment works

- ✓ First, review this module and agree to it.
- ✓ Next, agree your class timings with our team.
- ✓ Then pay the full fee of USD 280 before your first session.
- ✓ Your student portal login is shared once payment is confirmed.

Payment methods and account details are shared by the Omebly team in writing when your schedule is agreed. Please pay only to details sent by Omebly from info@omebly.com or our official WhatsApp +91 70444 33991.

Not included

- ✓ AI tool subscriptions or paid plans (you use the tools' free plans on your own accounts)
- ✓ Computer hardware, internet connection or paid cloud computing

STUDENT PORTAL, CERTIFICATE AND CAREER SUPPORT

Everything in one place

Your learning, your certificate and your next step, all supported by Omebly.

Student portal

- ✓ Your own login ID and password, provided by Omebly
- ✓ All study materials for every week
- ✓ Theory books to read and revise
- ✓ Your projects and progress in one place

Certificate

- ✓ Issued within 3 days of completing the course
- ✓ Lists the course and the projects you completed
- ✓ Has a unique certificate ID
- ✓ Anyone can check it on Omebly's separate certificate verification portal

LinkedIn profile building

- ✓ Help writing your headline, about section and skills
- ✓ Showing your course projects as a portfolio
- ✓ Adding your certificate to your profile

Job search support

- ✓ CV review and tips for applications
- ✓ Mock interview practice
- ✓ Guidance on where and how to apply

We support your job search but cannot guarantee a job. Results depend on your effort and the job market.

Contact Omebly Academy

WHATSAPP
+91 70444 33991

EMAIL
info@omebly.com

WEBSITE
omebly.com/training

OMEBLY.

CERTIFICATE ID: OMB-AI-2026-000123
ISSUED: 15 JANUARY 2027

OMEBLY ACADEMY

Certificate of Completion

This certifies that

Student Name

has successfully completed the course

AI for Admin

8 weeks · 16 live one-on-one sessions · 3 portfolio projects

SAMPLE

Nazmul Hussain

Nazmul Hussain
Managing Director & Technical Head, Omebly

OMEBLY
ACADEMY
VERIFIED

Verify this certificate
Enter the certificate ID on the Omebly certificate verification portal