

# Computer Confidence For Work: Mastering Essential Skills



Course Level: Entry Level

Campus: Stafford

Subject Type: Computing, Technology & Esports

## Course Overview:

Grow in confidence as an adult learner by studying this short computer confidence course. Designed to help learners build confidence in using computers for the workplace, you will gain the practical knowledge to use a computer safely, manage files, use email effectively and get to grips with basic office software. Ideal for beginners or those looking to refresh their skills, the course supports learners in becoming more confident, efficient, and prepared for today's digital working environments.

## What's Covered:

During this course you will be introduced to the essential computer and digital skills needed for the workplace, including an introduction to artificial intelligence (AI). It will cover:

- Understanding operating systems and managing files and folders
- Using email effectively and safely for work purposes
- Creating and editing simple documents
- An introduction to spreadsheets and basic data entry
- Using the internet safely and confidently
- Understanding online safety, security, and data protection at work
- An introduction to AI tools used in the workplace
- How AI can support everyday tasks such as writing, research, and organisation
- Using AI responsibly, ethically, and safely at work

By the end of the course, learners will feel more confident using computers, digital tools, and basic AI applications in a work environment.

## Entry Requirements:

There are no formal entry requirements for this course. It is suitable for beginners or anyone looking to build or refresh their computer skills. Learners should have a basic interest in using computers and a willingness to learn and practise new skills.

## Assessment Information:

There are no formal assessments, just supportive learning and activities in class. You will work through an individual learning plan and receive regular feedback from your tutor.

## What else do I need to know?

Please note that courses run subject to minimum viable class sizes.

All materials will be provided and there will be real life practical activities for you to complete.

Our daytime classes take place in welcoming community venues close to the college, offering a convenient and supportive learning environment. You'll have the opportunity to meet like-minded adults who are also looking to develop their skills, achieve their ambitions, and take the next steps in their careers.

## How do I find out more?

For further information, please contact our Adult Education Team on 01782 254211 or email [adult.education@nscg.ac.uk](mailto:adult.education@nscg.ac.uk).