

# Computer Skills and AI Tools (Beginners Plus)



Course Level: Entry Level

Campus: Stafford

Subject Type: Computing, Technology & Esports

## Course Overview:

This beginner-friendly introductory course will help you build confidence using computers, digital tools and AI applications for everyday life and work. You will develop practical skills in email, documents, internet safety, spreadsheets and online communication, while exploring how AI tools can support productivity, creativity, job searching and digital problem-solving safely and effectively.

## What's Covered:

During the course, you will be introduced to essential computer and digital skills alongside beginner-friendly AI tools for everyday life, learning and work. You will build confidence using computers, managing files, sending emails, creating documents, using spreadsheets and searching the internet safely.

The course also explores how AI tools can support writing, organisation, research, presentations and job searching. You will practise using popular digital applications and gain an understanding of online safety, digital communication and responsible AI use.

Sessions are practical and supportive, helping you improve your digital confidence, independence and employability skills through hands-on activities and guided tasks.

## Entry Requirements:

Learners should have basic English reading and writing skills and be able to use a keyboard and mouse, with some knowledge of Microsoft applications and internet use. No previous experience with AI tools is required.

## Assessment Information:

Assessment is continuous and mainly based on practical activities completed during sessions. You will demonstrate your skills through tasks such as creating documents, using email, searching safely online, completing spreadsheets and using AI tools appropriately.

You will receive regular feedback and support from your tutor throughout the course and will record your progress against individual learning goals on an ILP (Individual Learning Plan). You will regularly reflect on your development, confidence and achievement within your ILP, along with supporting evidence from completed digital tasks, tutor observations, learner discussions and a final practical activity or project.

## Progression:

After completing the course, you may choose to progress onto an Essential Digital Skills qualification at Entry 3 or Level 1. Progression courses will run subject to sufficient learner numbers wishing to progress from the introductory programme.

## What else do I need to know?

## How do I find out more?

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