Digital Skills - Using AI in Everyday Li

Medway Adult Education

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Artificial Intelligence (AI) is becoming part of everyday life. This introductory course is designed for adults who would like to understand what AI is and explore some simple ways it can be used safely and responsibly to support everyday tasks.

Over 2 days, learners will gain confidence using Microsoft Copilot to ask questions, generate ideas and assist with everyday tasks. Explore how MS Copilot can help with organising information, improving communication, searching smarter, planning daily activities, and staying safe online. Designed for beginners, the course builds confidence in using AI responsibly and effectively to make life easier at home, at work, and in the community.

Note: If you have an email address, please ensure you know your email address and password. You will be required to log onto your email account on the computer as part of the course.

Start Date:	05 January 2027
Start Time:	09:45
Lessons:	2
Weeks:	1
Hours:	10.00

Venue

Rochester Adult Education Centre
Rochester Community Hub
Eastgate
ME1 1EW

What will I learn on this course?

Learners will be able to:
• Describe what Artificial Intelligence (AI) is and identify at least three examples of AI used in everyday life.
• Access and use a simple AI tool, e.g. MS Copilot.
• Ask questions and give instructions to an AI assistant.
• Start using AI for support with everyday tasks, such as writing, planning and finding information for home or work purposes.
• Identify some basic online safety guidelines when using AI and demonstrate safe use of an AI tool.

Is this course suitable for me?

This introductory course is suitable for adults who have basic computer, tablet or smartphone skills and would like to learn more about Artificial Intelligence.

No previous knowledge of AI is required.

A reasonable standard of spoken and written English is recommended as learners will need to read information on screen and type simple instructions.

You may wish to bring your own fully charged smartphone, tablet or laptop so that you can practise using AI tools on your own device.

Is there anything I need to know about the course?

This course provides a gentle introduction to Artificial Intelligence (AI) in a relaxed and supportive environment.

No previous knowledge of AI is required. Learners will have the opportunity to explore AI tools through practical activities and discussion.

Please bring a fully charged smartphone and, if possible, ensure that you know any passwords required to access your device.

A pen and notebook may be useful for making personal notes.

What could I go on to do after this course?

Learners may enrol onto a wide range of courses based on individual interests and learning needs, such as Microsoft Word (word processing) or Excel (spreadsheets).

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. https://nationalcareersservice.direct.gov.uk

If you need further advice, please telephone 01634 338400.

Attendance Policy

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term time, please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend, please contact 01634 338400 so that we can let your tutor know, and they can send you any work you may have missed.

How are digital skills used and enhanced on this course

Learners will use a smartphone to access Microsoft Copilot and online resources.

They will develop confidence in:

- Using web-based applications.
- Entering and editing text.
- Evaluating information returned by AI tools.
- Applying digital skills to everyday situations.

Health and Safety

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.

For e-learning courses - etiquette and safe learning
Not Applicable.