DL&BI

Building Hope – Building People

DALSWIN LIFE & BUSINESS INSTITUTE

LIFE · BUSINESS · DIGITAL SKILLS

CLASS 09 · NEW PROGRAMME

Computer Literacy & *Workplace Digital Skills*

From first click to workplace-ready — a practical four-week programme in Windows, Microsoft Office, email, the internet and everyday AI tools.

4	5	2–3	30:70
WEEKS	DAYS A WEEK	HOURS A DAY	THEORY TO PRACTICE

Beginner level

Build confidence with computers, then apply those skills to real workplace tasks.

www.dlife.online

COURSE BROCHURE · 2026

THE PROGRAMME

Practical computer skills for the modern workplace.

This programme prepares learners for offices, businesses, schools and organisations where computers are used every day. It goes beyond switching on a computer: learners practise the tasks employers expect — operating Windows, writing and formatting professional documents, building spreadsheets, preparing presentations, communicating by email, researching online and using AI tools responsibly.

Teaching is **30% theory and 70% practical**, and the course ends with a simulated office assignment. Excel receives particular emphasis because so many workplace roles depend on accurate records, stock, attendance and reporting.

Quick facts

Level	**Beginner**
Duration	**4 weeks**
Timetable	**5 days per week**
Study time	**2–3 hours a day**
Method	**30% theory · 70% practical**
Assessment	**Weekly + final project**
Certificate	**On completion**

Ready to enrol?

Access this programme and its practical assignments through the student portal.

Student portal **onb.richardn.online/login**

KEY LEARNING OUTCOMES

- **Windows confidence:** Start up, navigate, organise files and use keyboard shortcuts independently.
- **Working spreadsheets:** Capture data, apply formulas, sort and filter, and build charts in Excel.
- **Digital communication:** Write professional emails, manage attachments, use cloud storage and join online meetings.
- **Responsible AI:** Use AI assistants to draft, summarise and solve problems — then verify and edit the output.
- **Professional documents:** Type, format, lay out and export letters and reports in Microsoft Word.
- **Clear presentations:** Design and deliver a professional PowerPoint presentation.
- **Workplace readiness:** Handle data entry, registers, invoices and reports with confidentiality.

Learn by doing

Seventy per cent of class time is hands-on practice, not lectures.

Workplace focused

Tasks mirror the documents, records and messages used in real offices.

Built to last

Core computer skills come before AI, so learners can work independently.

WEEK BY WEEK

Four weeks from fundamentals to workplace practice.

Each week combines demonstrations, guided practice, workplace simulations and a Friday assessment.

Week 1 · Computer fundamentals

FOUNDATION

Objective: become comfortable operating a computer.

- Introduction to computers and their uses
- Types of computers
- Computer hardware and software
- Input, output and storage devices
- Starting, restarting and shutting down a computer
- Understanding Windows 10/11
- Using the mouse and keyboard
- Typing practice and keyboard shortcuts
- Creating, saving, renaming and deleting files
- Creating and organising folders

Practical assessment: Create a folder named Work Documents with Reports, Letters and Presentations subfolders. Type a one-page document, then save, rename and locate your files.

Week 2 · Microsoft Office

CORE SKILLS

Objective: produce professional office documents and reports.

A · MICROSOFT WORD

- Creating and saving documents
- Formatting text, paragraphs and headings
- Page layout, margins and orientation
- Inserting tables and pictures
- Headers, footers and page numbers
- Bullets and numbering
- Printing and exporting to PDF
- Professional letters and reports

B · MICROSOFT EXCEL

- Rows, columns and cells
- Entering and editing data
- Formatting spreadsheets
- Basic calculations
- Formulas: SUM, AVERAGE, MIN, MAX, COUNT
- Sorting and filtering data
- Creating charts
- Expense and stock records

C · MICROSOFT POWERPOINT

- Creating presentations
- Slide layouts and themes
- Adding text, images and shapes
- Tables and charts
- Transitions and animations
- Slide design and presentation skills

Practical assessment: Prepare a job application letter in Word, a monthly sales and expenses spreadsheet in Excel, and a five-slide company introduction in PowerPoint.

WEEK BY WEEK

Communication, workplace applications and AI.

Week 3 · Internet & productivity

PROFESSIONAL

Objective: communicate and work effectively in a digital workplace.

- Introduction to the internet
- Using Chrome and Edge
- Searching for information effectively
- Downloading and uploading files
- Email accounts and professional email writing
- Sending attachments
- Replies, forwarding and CC/BCC
- Online meetings with Google Meet or Microsoft Teams
- Cloud storage with Google Drive or OneDrive
- Sharing documents and managing permissions
- Printing, scanning and photocopying
- Basic computer troubleshooting
- Cybersecurity, passwords, phishing and safe browsing

Practical assessment: Send a professional email with a Word document and PDF attached, upload a file to cloud storage, join an online meeting, then download and print a document.

Week 4 · Workplace applications & AI

BONUS SKILLS

Objective: prepare for common workplace responsibilities and use modern AI tools.

A · WORKPLACE APPLICATIONS

- Data entry and record keeping
- Creating attendance registers
- Managing customer information
- Preparing invoices and quotations
- Basic inventory records
- Preparing business reports
- Organising digital documents
- Workplace professionalism and confidentiality

B · ARTIFICIAL INTELLIGENCE

- What artificial intelligence is
- Understanding generative AI
- ChatGPT and other AI assistants
- Writing effective prompts
- Drafting letters and reports
- Summarising documents
- Understanding Excel formulas
- Research and brainstorming
- AI limitations, errors and responsible use
- Protecting confidential workplace information

Practical assessment: Complete the simulated office project below using Word, Excel, PowerPoint, email and an AI assistant.

HOW THE WEEK RUNS

A steady rhythm of theory, practice and feedback.

Weekly timetable

DAY	MAIN FOCUS
Monday	New concepts and demonstrations
Tuesday	Guided practical exercises
Wednesday	More practical applications
Thursday	Workplace simulations
Friday	Assessment and revision

Daily structure

Theory and explanations	**30 min**
Instructor demonstration	**30 min**
Guided practical work	**60 min**
Independent exercises	**20 min**
Review and questions	**10 min**

ASSESSMENT

Graded on practical work, week by week.

Assessment & grading

ASSESSMENT	WEIGHT
Computer fundamentals	10%
Microsoft Word	15%
Microsoft Excel	20%
Microsoft PowerPoint	10%
Internet and email	15%
Workplace practical project	20%
AI awareness and practical use	10%
Total	**100%**

Grading scale

SCORE	RESULT
80–100%	Excellent
70–79%	Very good
60–69%	Good
50–59%	Pass
Below 50%	Needs improvement

Excel carries the highest single weight (20%) because workplace records, stock, attendance and reporting depend on accurate spreadsheets. The final project adds a further 20%.

FINAL PRACTICAL PROJECT

Bring the four weeks together.

Learners receive a simulated office assignment that brings the four weeks together:

1. Create a professional business letter in Word.
2. Record monthly transactions in an Excel spreadsheet.
3. Prepare a PowerPoint presentation about the business.
4. Write an email attaching the completed documents.
5. Use an AI assistant to help draft a short report, then verify and edit it.

GRADUATE COMPETENCY CHECKLIST

Ready for the workplace.

By the end of the programme, learners should be able to:

- ✓ Operate a Windows computer independently
- ✓ Type and format professional documents
- ✓ Create and manage Excel spreadsheets
- ✓ Use basic Excel formulas
- ✓ Create professional PowerPoint presentations
- ✓ Send and receive professional emails
- ✓ Browse the internet and research information
- ✓ Upload, download and organise files
- ✓ Use printers and scanners
- ✓ Perform basic digital record keeping
- ✓ Understand basic computer security
- ✓ Use AI tools responsibly to improve productivity

A note on AI. AI is an added advantage, not a substitute. The module is taught after the core computer skills, so learners first become capable of producing reliable work on their own. AI should support that ability — never replace it.

TOOLS & RECOGNITION

Tools you will use. Recognition you will earn.

The programme uses widely available workplace software and concludes with a certificate of completion.

Recommended software

SOFTWARE	PURPOSE
Windows 10/11	Operating system
Microsoft Word	Documents
Microsoft Excel	Spreadsheets
Microsoft PowerPoint	Presentations
Google Chrome / Edge	Internet
Gmail / Outlook	Email
Google Drive / OneDrive	Cloud storage
ChatGPT	AI productivity

Microsoft Office desktop applications are preferred. If a licence is unavailable, LibreOffice can be used as an alternative, with the differences explained during class.

CERTIFICATE OF COMPLETION

Computer Literacy & Workplace Digital Skills

Presented by Dalswin Life & Business Institute to learners who successfully complete the four-week programme and its assessments.

This certificate recognises completion of our own training programme. It is not an official Microsoft qualification or accreditation unless separately obtained.

Start your digital skills journey.

Enrol through the student portal or speak with our team.

CLASS 09 · FOUR-WEEK PROGRAMME

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