

# AI Essentials: Mastering Copilot, ChatGPT and Image Generators

Location	Stretford Campus
Course Type	Adult
Department	Computing
Start Date	Monday 21st September 2026
Duration	Part-time, 10 Weeks
Time	17:30:00 - 19:30:00
Fee	£ 75.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	TPQ-CPXZ-1300

## Course Overview

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The course encompasses a detailed overview of AI, including its fundamentals and operational mechanisms. It also delves into tools such as ChatGPT, DALL-E 3, and Microsoft Copilot, guiding you on how to enhance your prompting skills and maximize the utility of these tools throughout the course.

## Course Requirements

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No formal entry requirements

## What You Will Learn

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How AI applications and use cases can transform our lives and our work

Getting Started with Microsoft Copilot

Introduction to ChatGPT

Enhancing Productivity with Copilot and Microsoft 365

Effective Prompting Techniques for ChatGPT

Exploring and creating visual content with AI image generators

Integrating AI Tools for Creative Projects

Ethical Considerations in AI Usage

## Assessment

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In class assessments, no formal assessment methods

## Progression

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Data Analytics Using Business Process Tools

## Career Options

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Digital skills are useful in all employment sectors

## Mandatory Units

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There are no mandatory units

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.