

ACCELERATE

CHESHIRE AND WARRINGTON

Digital Skills Courses

Below you will find courses about mental health awareness from our fantastic training provider, Cheshire College South & West.

Funding options available:

- If you work live or work in Cheshire and Warrington for a business with less than 50 employees you can access any of the courses below and they will be fully funded by Accelerate and the Cheshire and Warrington Local Enterprise Partnership.
- If you live or work in Cheshire and Warrington for a business with over 50 employees, 40% of the cost of the courses below will be covered by Accelerate.

If you are interested in any of the below courses and would like to find out more, please get in touch by emailing – acceleratecandw@chester.ac.uk

Digital Skills for the Workplace (Level 2 Certificate in IT User Skills (ECDL Extra))

Course description and topics covered:

This course will provide a general overview of good practice when producing professional documents in the workplace.

It will also cover the three key types of software that are used to produce documents in a business setting: word processing, spreadsheets and presentation software.

Awarding body: BCS

Course length: Completed over 10 weeks, approximately 5 hours per week

Course cost: £400 inc VAT

Delivery method:

Tutor supported remote learning with centre attendance for test preparation

Target group:

This course is designed for learners who are competent in using a computer for basic functions and have some knowledge of applications software.

and /or those who require additional training to develop existing digital skills to become more efficient in using software applications and confident and proficient in transferring these skills



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