

INTRODUCTION TO COMPUTER SKILLS FOR EMPLOYABILITY

Subject Area
Student Type
Study Mode

Digital
Adults
Part Time

What is the course about?

Develop your confidence with technology on this practical adult course. Designed for those who want to improve their digital skills and employability, this digital course for adults will help you build the essential IT skills needed for both the modern workplace and everyday life.

Throughout this adult course, you'll learn how to use Microsoft Office applications, online resources and emerging technologies like AI. You'll also develop your employability and IT skills, helping you feel more confident using digital tools and preparing for interviews.

Whether you're looking to enhance your existing skills, prepare for work, or simply become more confident with technology, this adult course provides a supportive introduction to the digital skills valued by employers.

Why should I choose the course?

You should choose to enrol on this course if you want to build essential digital skills, improve your confidence with technology and learn in a friendly, supportive environment.

Whether you're looking to prepare for work, enhance your employability or simply feel more comfortable using digital tools in everyday life, you'll develop practical skills that you can start using straight away.

What will I learn?

On the course, you will:

- Create appropriate documents from templates, such as a CV.
- Store files in folders, identify appropriate online safety practices, and safely store digital files.
- Create, send and receive emails with attachments.
- Use AI to answer questions, find information and support a range of other appropriate tasks.
- Prepare for job interviews, both face-to-face and online, and explore the new technologies and techniques used in today's recruitment industry.

If you would like more information on the learning outcomes, please email ACLenquiries@wvr.ac.uk and a member of the team will contact you.

What will the course lead on to?



**Warrington
& Vale Royal
College**

Warrington Campus
Winwick Rd, Warrington WA2 8QA

 wvr.ac.uk

 01925 494 494

Winsford campus
Weaver St, Winsford CW7 4AH

 learner.services@wvr.ac.uk

On completion of this course, you may be able to progress onto another ACL course, such as:

- Next Steps to Computer Skills for Employability
- Essential Digital Skills (Next Steps and Advanced Levels)
- Digital Photography (Introduction, Next Steps and Advanced Levels)
- Get Started with Website Design
- Audio Production
- Video Production
- Podcast Production
- Getting Started with AI
- Home Networking
- Cyber Security

Click here to view all available digital courses for adults: <https://wvr.ac.uk/subject-areas/digital#adults>

We offer a wide range of part-time adult courses to help you develop new skills, progress in your career, secure a promotion, prepare for university, or simply meet new people and pursue a new interest. Whatever your goals, we're sure to have an adult course in Warrington or Winsford that's right for you.

What support is available?

We have a team of staff dedicated to providing learning support if it is required and a Wellbeing Team that is on hand to offer guidance, support and help when needed.

Additionally, eligible students can access a wide range of finance and funding support to help them during their time at college. For further information about student support, please visit: <https://www.wvr.ac.uk/college-life/student-support/>.

Why should I choose to study the course at Warrington & Vale Royal College?

Here at Warrington & Vale Royal College, we have a team of dedicated, experienced staff who can share their extensive knowledge and skills with you. Learning in a friendly and inclusive environment, you will be fully supported to achieve your goals.

What are the entry requirements?

No previous qualifications are needed to enrol on this course.

What are my funding options?

For information about funding, please contact our friendly Learner Services Team on 01925 494400 or learner.services@wvr.ac.uk.

Are there any additional costs associated with the course?

There are no additional costs associated with this part time digital course.



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