

Digital and Life Skills!



What you will study*

- Digital Skills
- Digital Skills for Work
- Finance for Life & Work
- Skills for Learning and Life

Why learn with us?

- **Support:** Access to your personal tutor for support in all tasks
- **Facilities:** Learn in the heart of Birmingham City Centre, in our recently renovated Matthew Boulton Campus
- **Career boost:** Add a recognised Highfield qualification to your CV. Highfield are a top 5 UK education awarding body

Regular starts throughout the year

Course duration: 4 weeks

Location: Matthew Boulton College

Get started today!

For more information or to enrol
email Adultskills@bmet.ac.uk

*Non-accredited courses



**Matthew Boulton
College**
part of **BMet**



Entry Level 3 Digital Skills

What will you learn?

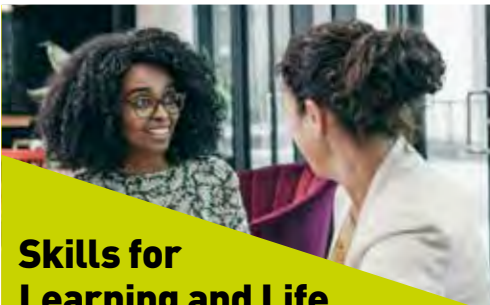
- ─ Understand how to use a computer
- ─ How to use devices
- ─ Learn all about managing and storing information on your computer
- ─ Learn all about online research skills and digital skills
- ─ Create and edit documents and digital media
- ─ Learn data skills
- ─ Learn how to manage online activities
- ─ How to use online services - buying securely online
- ─ Be responsible online and learn digital wellbeing



Level 1 Digital Skills for Work

What will you learn?

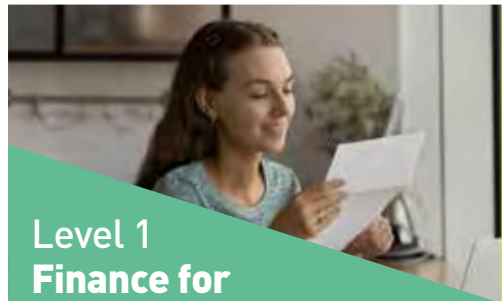
- ─ Understand how to use a computer and use shortcuts
- ─ Understand how to use the internet for research and communication
- ─ Able to create and manage an email account.
- ─ Understand how to organise and store files & folders on a computer
- ─ Learn how to use Microsoft Word
- ─ Learn how to use Microsoft Excel
- ─ Create and deliver a basic presentation using PowerPoint
- ─ Perfect your presentation skills
- ─ Identify and solve common computer issues
- ─ Recognise best practices for online safety
- ─ Use basic collaboration tools, such as online document sharing and collaborative editing



Skills for Learning and Life

What will you learn?

- ─ Confidently communicate via email, phone, text, and Microsoft teams
- ─ Learn Interview techniques
- ─ How to answer written questions
- ─ Identify what employers are looking for
- ─ Identify where to look for potential jobs
- ─ Apply for potential jobs using digital search engines
- ─ Create a CV
- ─ Understand appropriate behaviour for learning and work
- ─ Learn all about teamwork and take part in group activities



Level 1 Finance for Life and Work

What will you learn?

- ─ Understand the foundations of finances
- ─ Learn about your payslip
- ─ Refine your attention to detail
- ─ Manage changes in finances
- ─ State advantages and disadvantages of borrowing money
- ─ Recognise organisations that can help with money problems