



**Aspire  
2Be.**

# **DIGITAL SKILLS FOR BUSINESS AWARD**

**MICRO-CREDENTIALS | LEVEL 1**

**This course is designed to give an introduction to the digital skills required to progress in a business environment.**

Suitable for anyone looking to improve their basic digital skills, whether for current or future employment, the qualification will introduce and develop competency in a range of digital tools.

## **HOW LONG IS THE COURSE?**

---

Four x ½ day workshops  
(Total four weeks)

## **HOW WILL I LEARN?**

- 
- E-portfolio system
  - E-resources
  - Specialist digital tutor

## **WHAT WILL I ACHIEVE?**

---

Awarded Level 1 Award in  
Digital Skills for Business.

**ENQUIRE TODAY:** Visit [aspire2be.co.uk/microcredentials](https://aspire2be.co.uk/microcredentials)

## BENEFITS

- You will gain an accredited digital qualification
- You will develop a range of competencies to support you in both your professional and personal life
- Future progression
- Alignment to the Digital Strategy for Wales



## QUALIFICATION OVERVIEW

Unit Code	Unit Title	Credit Value	Mandatory/Optional
CQ11CY083	Word Processing Techniques	3	Mandatory
CP31CY016	Spreadsheet Techniques	3	Mandatory
CP11CY021	Managing Email in the workplace	2	Mandatory
HD21CY044	Digital Collaboration	2	Optional
CP11CY014	Organising Digital Information	2	Optional
CP11CY018	Creating Digital Presentations	3	Optional
CP11CY020	Database Application Skills	2	Optional

**10 credits required in total: 3 mandatory + 1 optional**

