



**Aspire  
2Be.**

# **DIGITAL SKILLS FOR BUSINESS AWARD**

**MICRO-CREDENTIALS | LEVEL 2**

**This short course gives participants the opportunity to learn the digital skills required to improve their digital abilities, to support opportunities for their professional development.**

This qualification is suitable for anyone looking to take their digital skills to the next step, whether to support progression within a professional career or to improve employment opportunities in the future.

## **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 2 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
CP12CY018	Spreadsheet Techniques	3	Mandatory
CP12CY019	Word Processing Techniques	3	Mandatory
CP12CY021	Managing Email in the Workplace	2	Mandatory
HD22CY020	Digital Collaboration	3	Optional
CP12CY017	Creating Digital Presentations	3	Optional
CQ12CY061	Word Processing – Mail Merge	1	Optional

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

