

# Course Information

## Basic Computer/ Digital Skills for Job Searching

Campus: Matthew Boulton College, Jennens Road, Birmingham B4 7PS

To book a place on this course please call the JobSkills team on 0121 362 1174

### Hours and times per week

9:30am - 3:30pm (12 hours per week)

### Duration

Part Time 7 week course (Mondays and Tuesdays)

### Course content

This Entry level course will allow individuals to acquire IT skills that will help them prepare for work effectively and enable them to be productive in their future employment. The focus will be on office-based applications such as word processing, emailing and using the Internet.

- **IT User Fundamentals** – This unit aims to provide learners with a basic understanding of computers and aspects of security. File management helps users to do this and is an integral part of running an efficient computer system.
- **Word Processing** – In this unit learners will be encouraged to produce well structured, appropriately styled documents that provide effective communication. Learners will use a range of basic word processing tools and techniques. They will be able to identify common uses for the software, e.g. letters of application and preparing CVs.
- **Using Email** – This unit aims to enable learners to make the best use of email software to safely and securely send, receive and store messages. This unit introduces electronic mailing (email) and its range of uses to help in communicating with prospective employers.
- **Using the Internet** – This unit aims to give learners the ability to set up and use appropriate connection methods to access the internet & make the best use of software tools to search for, retrieve and exchange employment related information using a browser or public search engine.
- **Use social media to find jobs**- Gain skills and knowledge to understand social networking and how to create an online profile and to use social media to find jobs. Learn about jobs available via Twitter, Facebook and LinkedIn
- **Universal Credit** - understand the background to Universal Credit and its benefits and allowances. It also provides the learner with the opportunity to use this understanding to make an application for Universal credit.

### Qualifications

- BTEC Entry Level 3 Award in I.T. Users
- Entry 3 Award in Digital Skills for Pre-employability

#### BMet

Jennens Road, Birmingham, B4 7PS

t 0121 362 1174 e ask@bmet.ac.uk w www.bmet.ac.uk

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# Course Information

**Entry & eligibility requirements:** To be eligible for this course learners will need to already have very basic knowledge of computers including being able to use a mouse and a keyboard (i.e. some previous interaction with a computer). Applicants will be required to complete an initial assessment of Entry Level 3 in English & Maths. Applicants will need to be unemployed & provide proof of benefits in order to be assessed for full fee remission.

## **BMet**

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